



## General Conference

39th Session, Paris, 2017

# 39 C

United Nations  
Educational, Scientific and  
Cultural Organization

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

Organización  
de las Naciones Unidas  
para la Educación,  
la Ciencia y la Cultura

Организация  
Объединенных Наций по  
вопросам образования,  
науки и культуры

منظمة الأمم المتحدة  
للتربية والعلم والثقافة

联合国教育、  
科学及文化组织

Item 10.1 of the agenda

39 C/33 Add.2  
31 October 2017  
Original: French

### STAFF REGULATIONS AND STAFF RULES

#### COMMENTS BY 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) comments on the report by the Director-General on the Staff Regulations and Staff Rules. Document 39 C/33.

*"The Director-General proposes an amendment to Staff Regulation 9.5 further to the decision of the United Nations General Assembly to raise the mandatory age of separation to age 65 for staff recruited before 1 January 2014, following a recommendation in this regard from the International Civil Service Commission (ICSC)."*

1. The proposal to postpone raising the mandatory age of separation to age 65 until 1 January 2020 is unfounded. According to the Administration, implementation of such a decision in 2018 would have a significant impact on human resources planning and would reduce opportunities for the review of staffing structures, for job redesign, and for skills renewal. It would also limit the possibilities for rejuvenation, and for the improvement of gender and geographical balance. However, according to the International Civil Service Commission (ICSC) (Report 2013 A/68/30): *"with respect to the implications for human resources issues, such as performance management, rejuvenation of the workforce, gender and geographical balance, it was concluded that well-targeted human resources policies would be the most appropriate response"*.

2. The Commission was not convinced that postponing or leaving the mandatory age of separation for current staff unchanged would speed up organizational restructuring in the areas of



Job: 201702821

human resources management. It considered that human resources issues such as performance management, rejuvenation of the workforce and gender balance should be addressed through the appropriate avenues.

3. International administrations and staff federations agree that the ICSC's recommendation will provide equal treatment for staff and will help maintain the stability of the United Nations Joint Staff Pension Fund (UNJSPF). It will benefit organizations because it will retain staff with institutional knowledge and experience, leaving enough time to manage succession planning and knowledge transfer to younger generations.

4. With regard to the savings to be achieved by the Organization by postponing to 2020 the increase in the mandatory age of retirement, we are very doubtful that this could generate gains for the Organization, given the expenses relating to separations such as:

- up to 60 days of unused leave that are paid to each staff member upon separation;
- repatriation grants varying from 20 weeks for 8 years of service to 28 weeks for 12 or more years of uninterrupted service.

5. It should be noted that according to the report provided by the Administration, 112 staff members (13 category D and above; **52 P** category, 45 G category and 2 NO category) are due to retire in 2018-2019, and they have served on average for 18 years.

6. **The Administration's argument of the financial impact** would not be founded if this crisis situation, which seems to be a one-off, is resolved. In spite of the United States of America's non-payment of their financial contribution since 2011, the Bureau of Human Resources has not hesitated to recruit externally for 188 posts (including 74 in the D and P categories) and to grant 46 transfers with promotion to D and P category staff. This has a cost that the Administration does not quantify!

7. **The argument of cost reduction** generated by the hiring of entry-level staff, therefore external, is preventing a career promotion policy that is sorely lacking in the Organization.

8. In the hiring process, the Administration seems to be attracted by the "strategic vision" and "new blood" of external candidates, necessarily better qualified than internal candidates. However, if there was a suitable training policy, internal staff would also be competitive in addition to having the essential in-house experience. Ironically, very often, it is the in-house staff not selected for the post who must "train" the new recruit.

9. The argument that postponing the increase in the mandatory retirement age would allow further progress to be made with regard to gender balance (particularly at level P-5) is difficult to believe, since in recent years no improvement in gender balance at this level has been observed. On the other hand, there has been an upsurge in the recruitment of staff from countries in electoral Group I, denying the diversity that UNESCO is supposed to promote!

10. In view of the Commission's detailed recommendations, the Administration's arguments do not support the conclusion that a postponement is appropriate, as it would only shift issues that need to be addressed by specific and appropriate measures.



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Item 10.1 of the provisional agenda

39 C/33

6 September 2017

Original: English

### STAFF REGULATIONS AND STAFF RULES

#### OUTLINE

**Source:** Regulations 12.1 and 12.2 of the Staff Regulations.

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

**Purpose:** This report is divided into two Sections:

**Section 1: Proposed amendments to Staff Regulations.** The Director-General proposes an amendment to Staff Regulation 9.5 further to the decision of the United Nations General Assembly to raise the mandatory age of separation to age 65 for staff recruited before 1 January 2014, following a recommendation in this regard from the International Civil Service Commission (ICSC). The Section also contains a proposed amendment to Staff Regulation 1.6 with a view to updating the Gifts policy to bring it in line with other United Nations Agencies' Rules and Regulations.

**Section 2: Amendments to Staff Rules.** This Section sets out the amendments made by the Director-General to the Staff Rules since the 38th session of the General Conference. These amendments concern the Staff Rules relating to the advertisement of vacant posts and the eligibility to apply for internally advertised posts, as well as elements of the compensation package for staff in the Professional and higher category. The Staff Rules as amended are reproduced in the Annex to this document.

**Decision required:** paragraph 33.



Doc. 2017/1038

## SECTION 1. PROPOSED AMENDMENTS TO STAFF REGULATIONS

### Source

1. The paragraph of the introductory part 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. Regulation 12.1 of the Staff Regulations provides in this connection 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 amendment to Staff Regulation 9.5 on the mandatory age of separation (MAS)

3. Staff Regulation 9.5 sets the mandatory age of separation for staff, which is currently 60 for staff hired before 1 January 1990, 62 for staff hired from 1 January 1990 to 31 December 2013, and 65 for staff appointed on or after 1 January 2014<sup>1</sup>.

4. Staff Regulation 9.5, as amended in December 2013, reads as follows: “*Staff Members who became participants in the United Nations Joint Staff Pension Fund before 1 January 1990 shall retire on the last day of the month in which they reach the age of 60; staff members who became participants in the United Nations Joint Staff Pension Fund from 1 January 1990 to 31 December 2013 inclusive shall retire on the last day of the month in which they reach the age of 62; staff members who became participants in the United Nations Joint Staff Pension Fund on or after 1 January 2014 shall retire on the last day of the month in which they reach the age of 65. When the Director-General considers it to be in the interest of the Organization, he/she may authorize extension of these limits in specific cases.*”

5. The purpose of the proposed amendment is to raise the mandatory age of separation to 65 for staff members hired before 1 January 2014. It should be noted that, in December 2015, the United Nations General Assembly decided that “*The mandatory age of separation for staff recruited before 1 January 2014 should be raised by organizations of the United Nations common system to 65 years, at the latest by 1 January 2018, taking into account the acquired rights of staff*” (Resolution A/RES/70/244). However, for the reasons stated below, the Secretariat proposes that the new mandatory age of separation be introduced as of 1 January 2020.

6. In application of the acquired rights referred to in Regulation 12.1 of the Staff Regulations, staff members who have the right to retire at 60 or 62 years would maintain that right and would still have the option to retire at 60 or 62 years, or at any other date until age 65 without any adverse impact or penalty on their retirement entitlements.

7. At the 199th session in April 2016, the Secretariat informed the Executive Board of the United Nations General Assembly’s decision on the mandatory age of separation in the context of its annual reporting on the International Civil Service Commission report for 2015. The Executive Board was also informed that raising the mandatory age of separation at UNESCO requires that Staff Regulation 9.5 be amended.

### Implications of raising the mandatory age of separation to 65 as of 1 January 2018

8. The Secretariat assessed the implications of raising the mandatory age of separation to age 65 as of 1 January 2018 for staff recruited before 1 January 2014. Such a decision would have a significant impact on HR planning and would reduce opportunities for the review of staffing structures, for job redesign, and for skills renewal. It would also limit the possibilities for rejuvenation,

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<sup>1</sup> [37 C/Resolution 82.](#)

and for the improvement of gender and geographical balance. Finally, it will also have financial implications. These implications are detailed below:

### ***Staffing implications***

9. The introduction of the age of separation of 65 as of 1 January 2018 would lead to a very low turnover in the next biennium (2018-2019), due to the anticipated decrease in retirements over that period. From the 112 staff members due to retire in 2018/19<sup>2</sup>, it is anticipated that the majority would exercise the option of not retiring and of remaining for up to a further three years (for those retiring at 62); or for up to a further five years for the 19 staff retiring at 60.

10. The low turnover would significantly reduce the number of vacancies for the biennium 2018-2019. Currently 112 posts of which 89 Regular Programme and 23 extrabudgetary posts are to be vacated through retirements in 2018-2019.

11. The limited availability of vacant posts would deprive the Organization of the necessary flexibility in the case that staff reductions have to be envisaged should there be continuous financial constraints. It would also deprive the incoming Director-General of the flexibility in terms of structure adjustments, talents and skills. Staff retirements also allow management to adjust their staffing structures.

12. The limited availability of vacant posts would also severely limit the possibility for the renewal of staff in 2018-2019, depriving the Organization of the opportunity to hire new staff, and thereby to renew skills, which are essential for enhancing the capability of the Organization to deliver on the 2030 Agenda. It would also eliminate possibilities to hire more young staff, as well as reduce opportunities for the career progression of current staff, particularly at the junior level. Given that the majority of staff due to retire have, on average, a seniority of 18 years, the hiring of junior staff with entry-level steps could also generate staff costs savings.

13. It would also limit the opportunity to continue to improve on the gender targets (in particular at P-5 levels), but also in the geographical distribution as there would be limited possibilities to hire new recruits from non- and under-represented countries.

14. On the basis of the considerations above, it would therefore be in the interest of the Organization to implement the mandatory age of separation from 1 January 2020, and not from 1 January 2018.

### ***Financial implications***

15. The implementation of the mandatory age of separation effective as of 1 January 2020 would also be in the financial interest of the Organization. Close to 70% of staff who are due to retire in 2018-2019 are at the higher steps of their grade (step 10 or above). The hiring of staff with entry-level steps in these posts would lead to reductions in staff costs estimated at US \$1.6 million in 2018-2019. This is based on the premise that posts would be retained at their current level.

### ***Other United Nations agencies practices***

16. While the United Nations Secretariat, Funds and Programmes have implemented the mandatory age of separation as from 1 January 2018, several Specialized Agencies, owing to their specific situations and circumstances, have opted for a later date: ICAO and WHO will implement the mandatory age of separation from 1 January 2019. IFAD has decided to postpone the implementation of mandatory age of separation and, in any case, not to apply it before 2019. WIPO will consider an implementation date of 1 January 2021. As at August 2017, FAO had yet to set an implementation date.

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<sup>2</sup> This figure excludes the DDG and the ADGs.

### **Legal framework**

17. The Secretariat is of the opinion that there is no legal impediment to UNESCO introducing the new mandatory age of separation for staff recruited before 1 January 2014, as of 1 January 2020.

18. The decision to introduce the new mandatory age of separation for staff recruited before 1 January 2014, as of 1 January 2020 rests with the General Conference, as amendments to Staff Regulations are approved by the General Conference in accordance with Regulation 12.1 of the Staff Regulations.

### **Proposal**

19. Having assessed the human resources and financial implications of implementing the General Assembly decision by 1 January 2018, and taking into account the continuing financial constraints faced by the Organization, the Director-General recommends that the mandatory age of separation be implemented in UNESCO as of 1 January 2020, and submits to the General Conference a proposal for amendment to Staff Regulation 9.5 accordingly.

20. The text of the proposed amendment to the Staff Regulation 9.5 is reproduced in **paragraph 33** below.

### **Proposal for amendment to Staff Regulation 1.6 on the acceptance of honours, decorations, favour, gifts or remuneration.**

21. The Executive Board at its 200th session, requested the Ethics Office to *“urgently update and disseminate UNESCO’s policy on gifts, honours and remunerations and to work to align UNESCO’s Staff Rules and Staff Regulations with the policy”*<sup>3</sup>.

22. Current Staff Regulation 1.6 reads as follows: *“Except as hereinafter provided, no member of the Secretariat shall, during the period of his or her appointment accept any honour, decoration, favour, gift or remuneration from any government or from any other source external to the Organization. The Director-General may authorize such acceptance in respect of services rendered before appointment or for war service. He/she may authorize the acceptance of honours and prizes from educational, scientific or cultural organizations and the acceptance of remuneration for work done by a member of the Secretariat in his or her spare time provided that such work is not incompatible with his or her status as an international civil servant.”*

23. The above Regulation effectively prohibits staff members from receiving any gift, honour, decoration, favour except for services rendered before appointment or for war service. Honours and prizes may not be accepted unless they come from educational, scientific or cultural organizations. Such acceptance must be expressly authorized by the Director-General.

24. It should be recognized that in many circumstances, accepting an honour, a decoration, a favour, a gift or a remuneration will expose the Organization to compromising situations, since it might be seen as creating expectations on the part of the other party. At the same time, gift giving is common practice in many cultures, and may cause offence and/or embarrassment if declined or rejected. Other Agencies, such as the United Nations Secretariat, have adapted their Staff Regulations to take into account such circumstances.

25. There may also be occasions where staff is offered minor gifts or gratuities of essentially nominal or token value from a governmental or non-governmental source. The current Staff Regulation does not allow for such gifts to be accepted by staff members on behalf of the Organization.

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<sup>3</sup> 200 EX/Decision 5.III.D.

26. With a view to updating the Gifts Policy and addressing the concerns mentioned in paragraphs 24 and 25 above, it is proposed to amend Staff Regulation 1.6. The relevant Staff Rules would thereafter be amended, and complemented by clear guidelines and procedures for all UNESCO staff members in relation to receiving, accepting, or declining an honour, decoration, favour, gift or remuneration. A regulatory framework including policy guidance and related provisions will also be established for reporting, registering and disposing of gifts.

27. The policy will aim at ensuring the independence and impartiality of UNESCO staff members by avoiding real or apparent attempts to influence decisions/actions. Under no circumstances may staff members accept any honour, decoration, favour or gift (including of minor value) or remuneration from any individual or entity doing business with, or seeking to do business with the Organization.

28. The text of the proposed amendment to the Staff Regulation 1.6 is reproduced in **paragraph 33** below.

## **SECTION 2. AMENDMENTS TO STAFF RULES**

29. In the introductory section of the Staff Regulations and Staff Rules, it is stipulated under the heading “Implementation” that “the Director-General, in his/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, Rule 112.2 (a) provides that “These Rules may be amended by the Director-General in a manner consistent with the Staff Regulations”.

30. In this connection, Regulation 12.2 provides that “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”.

31. In pursuance of the aforesaid Regulation 12.2, the Director-General duly informs the General Conference that the following amendments have been made to the Staff Rules since its 38th session (2015).

32. The amendments in question, set out in Annex 1 of the document, and the purpose thereof, are indicated below:

### **Amendments effective on 13 November 2015**

#### **Rule 104.2 *bis* – Advertisement of vacant posts and eligibility to apply for internally advertised posts: *Deleted***

At its 38th session, the General Conference amended the Staff Regulations 4.3.2 and 4.4 ([38 C/Resolution 87](#)) on the advertisement of posts, eliminating the internal phase, and prescribing that all posts be advertised externally for one month.

Pursuant to the aforesaid Resolution, the Director-General deleted Rule 104.2 *bis* related to the advertisement of vacant posts and the eligibility of staff members to apply for internally advertised posts.

### **Amendments effective on 1 July 2016 and on 1 January 2017**

Between 2013 and 2015, the International Civil Service Commission (ICSC) carried out a comprehensive review of the common system compensation package for the United Nations common system staff in the Professional and higher categories.

In December 2015, the United Nations General Assembly approved the majority of ICSC proposals by its resolution *A/Res/70/244*. By virtue of [38 C/Resolution 88](#) adopted by the General Conference at its 38th session in November 2015, the Director-General was authorized to apply to UNESCO staff measures affecting salaries, allowances and benefits of United Nations common system approved by the General Assembly or the ICSC.

The new compensation package and related entitlements for staff in the Professional and higher category have been gradually implemented since July 2016. For more detailed information please refer to document [39 C/34](#) on Staff salaries, allowances and benefits.

The amendments to the Staff Rules set out below were taken further to United Nations General Assembly resolution *A/Res/70/244*:

### **Amendments effective on 1 July 2016**

#### **Rule 103.10 – Settling-in grant**

This Rule was amended to replace the assignment grant by a settling-in grant, whose purpose is to cover staff members' expenses resulting from their initial appointment or transfer to another duty station.

#### **Rule 103.11 – Mobility incentive, hardship allowance and non-family allowance**

This Rule was amended to: discontinue the non-removal allowance; replace the additional hardship allowance (AHA) by the non-family service allowance; and replace the mobility allowance by the mobility incentive designed to encourage geographical mobility of staff members between duty stations which is applicable to staff with five consecutive years of service and from their second assignment, excluding category H duty stations.

#### **Rule 105.3 – Home leave**

This Rule was amended to reflect the discontinuation of the accelerated home leave (12 months' cycle), except in category D and E duty stations that do not fall under the Rest & Recuperation framework.

#### **Rule 109.9 – Repatriation grant**

This Rule was amended to increase the eligibility requirement for the repatriation grant. Eligibility to repatriation grant is henceforth subject to a minimum of five years of expatriate service.

### **Amendments effective on 1 January 2017**

#### **Rule 103.2 – Adjustments to salaries**

A unified salary scale was introduced on 1 January 2017. The new salary scale, which applies to all serving and newly recruited staff members, now has a single salary rate, irrespective of dependency status. The revised salary scale consists of 13 steps for grades P-1 to D-1, and 10 steps for the D-2 grade. This Rule was amended to reflect the revised salary scale.

#### **Rule 103.4 – Salary increments**

This Rule was amended to reflect that the change in the periodicity of within-grade step increments: for grades P-1 to P-5, annually from step I to step VII, and thereafter biennially. For grades D-1 and D-2, biennial steps increments will start from steps 5 and 2, respectively. All other existing eligibility arrangements for step increments remained unchanged.

### **Rule 103.9 – Definition of dependents**

The dependent child and secondary dependent allowances are unchanged.

### **Rule 103.11 *bis* – Rental subsidy**

This Rule was amended to align it with United Nations provisions. The new calculation method of this subsidy is contained in the HR Manual.

### **Rule 103.12 – Education grant**

A revised education grant scheme and related amendments of the Staff Rules is introduced as of the school year in progress on 1 January 2018. Admissible expenses are limited to tuition and enrolment-related fees, as well as boarding expenses, where applicable. The new scheme consists of a global sliding scale consisting of seven brackets, with declining reimbursement levels.

Moreover, the distinction by currency zones and varying reimbursable maxima levels is discontinued and eligibility to boarding-related expenses is limited to staff serving in duty stations other than those classified as H whose children attend primary and secondary education outside the duty station. No boarding expenses are paid in respect of children attending tertiary (post-secondary) education.

### **Rule 103.12 *bis* – Special education grant for disabled children**

The special education grant scheme for disabled children continues to apply after January 2018. The Rule was amended to ensure that the amount of the grant is equal to the expenses incurred, up to a maximum overall ceiling per academic year corresponding to the upper limit of the top bracket of the global education grant sliding scale.

### **Rule 103.13 – Dependency allowances**

This Rule was amended to reflect the introduction of the dependent spouse allowance and single parent allowance in place of the dependency rate of salary in the previous salary scale.

### **Rule 104.13 – Promotion**

The promotion mechanism is unchanged. For promotion from General Service and related categories to Professional category, the dependent rate is no longer applicable.

## **Draft resolution**

33. The General Conference may wish to adopt a resolution along the following lines:

*The General Conference,*

*Having examined* document 39 C/33,

1. *Takes note* of the information provided in that document;
2. *Decides* to amend Staff Regulation 9.5 with effect from 1 January 2020 as follows:

### **Regulation 9.5**

“Staff members shall retire on the last day of the month in which they reach the age of 65. Staff members who became participants in the United Nations Joint Staff Pension Fund before 1 January 1990 may elect to retire on the last day of the month in which

they reach the age of 60. Staff members who became participants in the United Nations Joint Staff Pension Fund from 1 January 1990 to 31 December 2013 inclusive may elect to retire on the last day of the month in which they reach the age of 62. When the Director-General considers it to be in the interest of the Organization, he/she may authorize extension beyond the age of 65.”

3. *Decides* to amend Staff Regulation 1.6 as follows:

**Regulation 1.6**

“No staff member shall accept any honour, decoration, favour, gift or remuneration from any government or from any other source external to the Organization, unless in the opinion of the Director-General, such acceptance is compatible with his/her status as an international civil servant. The Director-General shall make provisions in this regard”.

## ANNEX

## AMENDMENTS TO THE UNESCO STAFF RULES

Amendments effective on 13 November 2015**Rule 104.2 bis – Deleted**Amendments effective on 1 July 2016

Staff Rule	Previous	New
103.10	<p><b>Assignment grant</b></p> <p>(a) A staff member shall be entitled to an assignment grant when his or her initial travel expenses to his or her duty station for an assignment of at least one year are payable by the Organization in accordance with Rule 107.1. An assignment grant is also payable in respect of each member of a staff member's family who joins him or her at the duty station, at the expense of the Organization, for not less than six months.</p> <p>(b) The amount of the grant shall be based on the rate of the daily subsistence allowance applicable at the duty station on the day of arrival of the staff member or member of his or her family; it shall be the equivalent of 30 days:</p> <p style="padding-left: 40px;">(i) at the full rate for the staff member;</p> <p style="padding-left: 40px;">(ii) at half that rate for each member of his or her family.</p> <p>(c) The assignment grant may be supplemented by a lump sum not exceeding the staff member's two month net base salary plus post adjustment at his or her grade, step, rate and duty station. The amount of the lump sum shall, where applicable, be determined by the Director-General taking into consideration the length of the assignment, the category of the duty station and whether or not the staff member has an entitlement to the removal of his or her household goods at the Organization's expense.</p> <p>(d) If the Director-General is satisfied that there are exceptional housing difficulties at one of the duty stations referred to in Annex E he or she may also authorize the payment of additional amounts of the daily subsistence allowance component of the assignment grant, which will be calculated at 60 per cent of the rates under (b) above for a period not exceeding sixty days.</p> <p>(e) The assignment grant and the supplementary grant under respectively (b) and (d) above shall be payable in the currency</p>	<p><b>Settling-in grant</b></p> <p>(a) A staff member shall be entitled to a settling-in grant when his or her initial travel expenses to his or her duty station for an assignment of at least one year are payable by the Organization in accordance with Rule 107.1. The settling-in grant is intended to provide staff with a reasonable amount at the beginning of an assignment for costs incurred as a result of the appointment or assignment. The settling-in grant consists of two portions:</p> <p style="padding-left: 40px;">(i) The daily subsistence allowance, which shall be equivalent to:</p> <p style="padding-left: 80px;">– Thirty days of daily subsistence allowance at the daily rate applicable at the duty station on the day of arrival of the staff member; and</p> <p style="padding-left: 80px;">– Thirty days of daily subsistence allowance at half the daily rate in respect of each accompanying eligible family member for whom travel expenses have been paid by UNESCO under Staff Rule 107.2;</p> <p style="padding-left: 40px;">(ii) The lump-sum portion, which is calculated on the basis of one-month of the staff member's net base salary and, where appropriate, post adjustment at the duty station of assignment,</p> <p>(b) If the Director-General is satisfied that there are exceptional housing difficulties, he or she may authorize the payment of additional amounts of the daily subsistence allowance component of the settling in grant, which will be calculated at 60 per cent of the rates under (a) (i) above for a period not exceeding sixty days.</p> <p>(c) The DSA portion of the settling-in grant under (a)(i) including additional amounts under (b) above shall be payable in the currency of the duty station; the lump sum under (a)(ii) above is payable in convertible currency.</p> <p>(d) A staff member who is separated from the Organization upon his or her own initiative before</p>

	<p>of the duty station; the lump sum under (c) above is payable in convertible currency.</p> <p>(f) If a staff member to whom an assignment grant is paid under the present Rule is separated from the Organization upon his or her own initiative before completion of at least one year's service at the duty station for which the grant is paid, the Director-General may require him or her to reimburse all or part of the grant.</p> <p>(g) If a member of a staff member's family remains at the duty station less than six months, any assignment grant paid in his or her respect shall be deducted from the staff member's emoluments except if the Director-General has authorized his or her departure or considers that there is exceptional justification therefor.</p> <p>(h) If a staff member to whom a lump sum has been paid under (c) above does not serve at the duty station the full duration of the assignment, the Director-General may require him or her to reimburse all or part of the lump sum.</p>	<p>completion of at least one year's service at the duty station for which the grant is paid, may be required to reimburse all or part of the grant.</p> <p>(e) If a member of a staff member's family remains at the duty station less than six months, any settling in grant paid in his or her respect shall be deducted from the staff member's emoluments except if the Director-General has authorized his or her departure or considers that there is exceptional justification therefor.</p> <p>(f) When a change of duty station or new appointment involves a return to a place at which the staff member was previously stationed, and where a settling-in grant had been paid, the full amount of the grant (composed of both the DSA and lump-sum portions, where applicable) shall be paid only when the staff member has been absent from that place for at least 12 months. In the case of a shorter absence, the amount payable shall normally be that proportion of the full grant that the completed months of absence bear to 12 months.</p>
103.11	<p><b>Mobility and hardship – Subsistence allowance</b></p> <p>(a) A staff member appointed or reassigned to a new duty station for one year or more may be paid a mobility and hardship allowance. The amount of this allowance, if any, shall be determined by the Director-General, taking into account in particular the length of the staff member's continuous service in the United Nations common system, the number and category of duty stations at which he or she has previously served, the length of time served at each duty station, the degree of difficulty of life and work at each duty station and whether or not the staff member has an entitlement to a removal of his or her household goods at the expense of the Organization.</p> <p>(b) After 5 years of continuous service at the same duty station, payment of the mobility element and of the "household non-removal" element of the mobility and hardship allowance shall be discontinued.</p> <p>(c) The period of five years specified under (b) above may be extended by the Director-General for one additional year in respect of payment of the "mobility" element of the mobility and hardship allowance if the staff member is maintained in service at the same duty station at the initiative of the Organization and in its own interest.</p> <p>(d) Deleted.</p>	<p><b>(a) Mobility Incentive</b></p> <p>(i) A non-pensionable mobility incentive may be paid under conditions established by the Director-General to staff members in the Professional and higher categories, provided that they:</p> <ul style="list-style-type: none"> <li>– Hold a fixed-term or indeterminate appointment;</li> <li>– Are on an assignment of one year or more and are installed at the new duty station; and</li> <li>– Have served for five consecutive years or more on a fixed-term appointment in the United Nations common system of salaries and allowances.</li> </ul> <p>(ii) The amount of the mobility incentive, if any, and the conditions under which it will be paid, shall be determined by the Director-General taking into account the length of the staff member's continuous service in the United Nations common system of salaries and allowances, the number of duty stations at which he or she has previously served for a period of one year or longer and the hardship classification of the new duty station to which the staff member is assigned.</p> <p>(iii) The mobility incentive shall be discontinued upon five continuous years at the same duty station.</p> <p><b>(b) Hardship Allowance</b></p> <p>(i) Staff members in the Professional and higher categories who are appointed or</p>

	<p>(e) A staff member who is assigned to a duty station for a period of less than one year may be entitled to a daily subsistence allowance in accordance with the conditions, schedules and rates established by the Director-General under Rule 107.7. The allowance may be payable, except when the staff member is absent from the duty station on official travel and entitled to a daily subsistence allowance under Rule 107.7, for a period of three months.</p>	<p>reassigned to a new duty station may be paid a non-pensionable hardship allowance. The amount of this allowance, if any, and the conditions under which it will be paid shall be determined by the Director-General taking into account the degree of difficulty of life and work at each duty station as per the Commission.</p> <p>(ii) When a duty station has been designated as non-family, the presence of eligible dependents of the staff member shall not be authorized at the duty station, unless exceptionally approved by the Director-General;</p> <p><b>(c) Non Family Service Allowance</b></p> <p>Staff members in the Professional and higher categories, who are appointed or reassigned to a non-family duty station may be paid a non-pensionable non-family service allowance, unless the Director-General has exceptionally approved the presence of eligible dependants of the staff member at the duty station.</p>
<p><b>105.3</b></p>	<p><b>Home leave</b></p> <p>(a) A staff member shall be entitled to home leave once in every two years of continuous service outside the country of his or her recognized home, for the purpose of spending a substantial period of accrued annual leave in that country.</p> <p>(b) Home leave shall initially fall due in the second calendar year following the year in which a staff member becomes eligible, provided that his or her service outside the country of his or her recognized home is expected to continue up to a total period of at least thirty months. Subsequently it shall fall due in every second calendar year.</p> <p>(c) The entitlement may be exercised, subject to the exigencies of the service, at any time during the calendar year in which it falls due, provided that the staff member's service outside the country of his or her recognized home is expected to continue at least six months beyond the date of his or her return from home leave: this proviso may be waived in exceptional cases when the exigencies of the service make it necessary to do so.</p> <p>(d) In exceptional circumstances, home leave may be advanced or postponed by one calendar year, without affecting the due date of the next home leave; it shall however not be advanced to a date earlier than twelve months from the commencement of qualifying service.</p> <p>(e) Staff members serving at duty stations included in the list drawn up by the International Civil Service Commission shall be entitled to home leave, provided that they fulfil the necessary conditions, once in every twelve months, in accordance with the</p>	<p><b>Home leave</b></p> <p>(a) Staff members in the Professional and higher categories who are residing and serving outside their home country shall be eligible to home leave travel once in every 24 months of qualifying service to visit their home country at the Organization expense for the purpose of spending in that country a reasonable period of annual leave.</p> <p>(b) Home leave shall initially fall due in the second calendar year following the year in which a staff member becomes eligible, provided that his or her service outside the country of his or her recognized home is expected to continue up to a total period of at least thirty months. Subsequently it shall fall due in every second calendar year.</p> <p>(c) The entitlement may be exercised, subject to the exigencies of the service, at any time during the calendar year in which it falls due, provided that the staff member's service outside the country of his or her recognized home is expected to continue at least six months beyond the date of his or her return from home leave: this proviso may be waived in exceptional cases when the exigencies of the service make it necessary to do so.</p> <p>(d) In exceptional circumstances, home leave may be advanced or postponed by one calendar year, without affecting the due date of the next home leave; it shall however not be advanced to a date earlier than twelve months from the commencement of qualifying service.</p> <p>(e) Staff members serving at D and E duty stations, as per the classification established by the International Civil Service Commission, that do not fall under the rest and recuperation framework duty stations included in the list drawn up by the International Civil Service Commission shall be</p>

<p>Commission's classification of such duty stations. They may use one out of every two such entitlements to go to a country other than that of their recognized home, provided that the cost of the journey does not exceed the cost of a return journey between the duty station and their recognized home.</p> <p>(f) A staff member may be required to take his or her home leave in conjunction with travel on official business or change of official duty station, due regard being paid to the interest of the staff member and his or her family.</p> <p>(g) An eligible staff member whose spouse is also a staff member of the Organization, or of the United Nations or another Specialized Agency, and is also eligible for home leave, shall have the choice of either exercising his or her own entitlement or of accompanying the spouse under the latter's entitlement.</p> <p>(h) Travel to the staff member's recognized home and return for the staff member and those benefiting from his or her entitlement shall be at the expense of the Organization, in accordance with the provisions of Chapter VII of the Staff Regulations and Rules.</p> <p>(j) Annual leave taken for the purpose of home leave shall be subject to the provisions of Rule 105.1.</p> <p>(k) Notwithstanding (a) above, a staff member may be authorized to travel to an alternate country of home leave under the following specific conditions:</p> <p>(i) if a staff member has close family ties in another country than his or her recognized home, he or she may be authorized to travel to that country on one out of every two home leaves;</p> <p>(ii) where, because of war, civil strife or for other security reasons, a staff member is unable to travel to the country of home leave, he or she may be authorized to travel to a neighboring country with social and cultural affinities to the home country, or to another country where he or she has demonstrated close family ties;</p> <p>(iii) in both above cases, the travel expenses borne by UNESCO shall not exceed the cost of travel to the recognized country of home leave.</p> <p>(l) Subject to the conditions specified in Rule 105.1 (Annual leave), a staff member shall be entitled to claim, in respect of authorized travel on home leave, travel time for the outward and return journeys between</p>	<p>entitled to home leave once in every twelve months, provided that they fulfil the necessary conditions.</p> <p>(f) Staff members may use one out of every two entitlements to go to a country other than that of their recognized home, provided that the cost of the journey does not exceed the cost of a return journey between the duty station and their recognized home.</p> <p>(g) A staff member may be required to take his or her home leave in conjunction with travel on official business or change of official duty station, due regard being paid to the interest of the staff member and his or her family.</p> <p>(h) An eligible staff member whose spouse is also a staff member of the Organization, or of the United Nations or another Specialized Agency, and is also eligible for home leave, shall have the choice of either exercising his or her own entitlement or of accompanying the spouse under the latter's entitlement.</p> <p>(i) Travel to the staff member's recognized home and return for the staff member and those benefiting from his or her entitlement shall be at the expense of the Organization, in accordance with the provisions of Chapter VII of the Staff Regulations and Rules.</p> <p>(j) Annual leave taken for the purpose of home leave shall be subject to the provisions of Rule 105.1.</p> <p>(k) Notwithstanding (a) above, a staff member may be authorized to <b>58</b> travel to an alternate country of home leave under the following specific conditions:</p> <p>(i) if a staff member has close family ties in another country than his or her recognized home, he or she may be authorized to travel to that country on one out of every two home leaves;</p> <p>(ii) where, because of war, civil strife or for other security reasons, a staff member is unable to travel to the country of home leave, he or she may be authorized to travel to a neighboring country with social and cultural affinities to the home country, or to another country where he or she has demonstrated close family ties;</p> <p>(iii) in both above cases, the travel expenses borne by UNESCO shall not exceed the cost of travel to the recognized country of home leave.</p> <p>(l) Subject to the conditions specified in Rule 105.1 (Annual leave), a staff member shall be entitled to claim, in respect of authorized travel on home leave, travel time for the outward and return</p>
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<b>109.9</b>	<p><b>Repatriation grant</b></p> <p>(a) Subject to the provisions of (b) and (c) below, a staff member who has completed one year of continuous service outside the country of his or her recognized home shall be entitled upon separation, as defined in Rule 109.1, to a repatriation grant payable as follows on the basis of completed years and months of qualifying service outside the country of his or her recognized home:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th rowspan="2">Years of continuous service outside the country of the recognized home</th> <th colspan="2">Staff members with a spouse or dependent child at the date of separation</th> <th colspan="2">Staff members without a spouse or dependent child at the date of separation</th> </tr> <tr> <th>Professional category and above</th> <th>General Service category</th> <th>Professional category and above</th> <th>General Service category</th> </tr> </thead> <tbody> <tr> <td></td> <td colspan="4" style="text-align: center;">WEEKS OF PAY</td> </tr> <tr> <td>1 year</td> <td>4</td> <td>3</td> <td>2</td> <td></td> </tr> <tr> <td>2 years</td> <td>8</td> <td>5</td> <td>4</td> <td></td> </tr> <tr> <td>3 years</td> <td>10</td> <td>6</td> <td>5</td> <td></td> </tr> <tr> <td>4 years</td> <td>12</td> <td>7</td> <td>6</td> <td></td> </tr> <tr> <td>5 years</td> <td>14</td> <td>8</td> <td>7</td> <td></td> </tr> <tr> <td>6 years</td> <td>16</td> <td>9</td> <td>8</td> <td></td> </tr> <tr> <td>7 years</td> <td>18</td> <td>10</td> <td>9</td> <td></td> </tr> <tr> <td>8 years</td> <td>20</td> <td>11</td> <td>10</td> <td></td> </tr> <tr> <td>9 years</td> <td>22</td> <td>13</td> <td>11</td> <td></td> </tr> <tr> <td>10 years</td> <td>24</td> <td>14</td> <td>12</td> <td></td> </tr> <tr> <td>11 years</td> <td>26</td> <td>15</td> <td>13</td> <td></td> </tr> <tr> <td>12 years or more</td> <td>28</td> <td>16</td> <td>14</td> <td></td> </tr> </tbody> </table>	Years of continuous service outside the country of the recognized home	Staff members with a spouse or dependent child at the date of separation		Staff members without a spouse or dependent child at the date of separation		Professional category and above	General Service category	Professional category and above	General Service category		WEEKS OF PAY				1 year	4	3	2		2 years	8	5	4		3 years	10	6	5		4 years	12	7	6		5 years	14	8	7		6 years	16	9	8		7 years	18	10	9		8 years	20	11	10		9 years	22	13	11		10 years	24	14	12		11 years	26	15	13		12 years or more	28	16	14		<p><b>Repatriation grant</b></p> <p>(a) Subject to the provisions of (b) and (c) below, a staff member who has completed five years of continuous service outside of his or her recognized home country shall be entitled upon separation, as defined in Rule 109.1, to a repatriation grant payable on the basis of completed years and months of qualifying service outside the country of his or her recognized home:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th rowspan="2">Years of continuous service outside the country of the recognized home</th> <th rowspan="2">Staff members with a spouse or dependent child at the date of separation</th> <th colspan="2">Staff members without a spouse or dependent child at the date of separation</th> </tr> <tr> <th>Professional category and above</th> <th>General Service category</th> </tr> </thead> <tbody> <tr> <td></td> <td colspan="3" style="text-align: center;">WEEKS OF PAY</td> </tr> <tr> <td>5 years</td> <td>14</td> <td>8</td> <td>7</td> </tr> <tr> <td>6 years</td> <td>16</td> <td>9</td> <td>8</td> </tr> <tr> <td>7 years</td> <td>18</td> <td>10</td> <td>9</td> </tr> <tr> <td>8 years</td> <td>20</td> <td>11</td> <td>10</td> </tr> <tr> <td>9 years</td> <td>22</td> <td>13</td> <td>11</td> </tr> <tr> <td>10 years</td> <td>24</td> <td>14</td> <td>12</td> </tr> <tr> <td>11 years</td> <td>26</td> <td>15</td> <td>13</td> </tr> <tr> <td>12 years or more</td> <td>28</td> <td>16</td> <td>14</td> </tr> </tbody> </table>	Years of continuous service outside the country of the recognized home	Staff members with a spouse or dependent child at the date of separation	Staff members without a spouse or dependent child at the date of separation		Professional category and above	General Service category		WEEKS OF PAY			5 years	14	8	7	6 years	16	9	8	7 years	18	10	9	8 years	20	11	10	9 years	22	13	11	10 years	24	14	12	11 years	26	15	13	12 years or more	28	16	14
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**Amendments effective on 1 January 2017**

Staff Rule	Previous	New
<b>103.2</b>	<p><b>Adjustments to salaries</b></p> <p>(a) Post adjustments shall, subject to (b), (c) and (d) below, be applied to the annual net base salaries of staff members in the Professional category and above who are assigned to Headquarters or to a duty station away from Headquarters; however, no post adjustment shall be applied during any period in respect of which daily subsistence allowance is payable under Rule 103.11(e).</p> <p>(b) The post adjustment shall include a rate for “staff members with dependents” and a rate for “staff members with no dependants”. The “with dependants” rate shall be applied to staff members in the Professional category and above who have a dependent spouse or a dependent child within the meaning of Rule 103.9. If a</p>	<p><b>Adjustments to salaries</b></p> <p>(a) The post adjustment is an amount paid to staff members serving in the Professional and higher categories to ensure equity in purchasing power of staff members across duty stations.</p> <p>(b) While the salary of a staff member is normally subject to the post adjustment of his or her duty station, alternative arrangements may be made by the Director-General when a staff member is assigned to a duty station whose post adjustment classification is lower than that of his or her previous duty station, he or she may continue to receive for up to six months the post adjustment applicable to the previous duty station while at least one member of his or her immediate family (spouse and children) remains at that duty station;</p> <p>(c) Adjustments to the annual salaries of staff members in the General Service category at</p>

	<p>husband and wife are both staff members and they have a dependent child, the “with dependants” rate shall be applied only to the salary of the spouse having the higher salary.</p> <p>(c) The post adjustment shall be calculated according to the classification of the staff member’s duty station under the post adjustment system. Such classification shall be determined by the International Civil Service Commission on the basis of the cost of living and related factors at the duty station, including the rate of exchange between the duty station currency and the United States dollar.</p> <p>(d) The post adjustment classification of duty stations shall be expressed by an index and a corresponding multiplier. One multiplier point of post adjustment shall be equal to 1 per cent of net base salary at each level and step.</p> <p>(e) Where a staff member is transferred to a duty station whose classification is lower than that of his or her previous duty station, and if his or her recognized dependants remain at the previous duty station, the post adjustment applicable to the latter may, at the discretion of the Director-General, continue to be applied to his or her salary for a period not exceeding six months.</p> <p>(f) Adjustments to the annual salaries of staff members in the General Service category at Headquarters shall be effected in accordance with the decisions of the General Conference.</p> <p>(g) Adjustments to the annual salaries of General Service staff at duty stations away from Headquarters shall be determined by the Director-General in accordance with United Nations practice</p>	<p>Headquarters shall be effected in accordance with the decisions of the General Conference.</p> <p>(d) Adjustments to the annual salaries of General Service staff and National Officer staff at duty stations away from Headquarters shall be determined by the Director-General in accordance with United Nations practice.</p> <p>(e) deleted;</p> <p>(f) deleted;</p> <p>(g) deleted</p>
<p><b>103.4</b></p>	<p><b>Salary increments</b></p> <p>(a) Subject to satisfactory service, salary increments within the grades set forth in Rule 103.1 shall be granted to staff members on the first day of the month in which the qualifying period has been met, and annually thereafter, with the provision of Rule 104.13 applicable in cases of promotion, and with the proviso that any increment above P-2 step 11, P-3 step 13, P-4 step 12, P-5 step 10, D-1 step 4 and D-2 step 1 shall be preceded by twenty-four months of satisfactory service at the previous step.</p>	<p><b>Salary increments</b></p> <p>(a) Subject to satisfactory service, salary increments shall be granted to staff members annually, on the first day of the month in which the qualifying period has been met. Salary increments within the Professional and higher levels shall be awarded annually, except that any increments above step VII shall be preceded by two years at the previous step. Salary increments at the D-1 level shall be awarded annually, except that any increments above step IV shall be preceded by two years at the previous step. Salary increments at the D-2 level shall be awarded biennially.</p> <p>(b) An increment may be deferred within an increment period, or withheld, if service is not satisfactory.</p>

	<p>(b) An increment may be deferred within an increment period, or withheld, if service is not satisfactory.</p> <p>(c) An increment may also be deferred or withheld for unsatisfactory conduct, as a disciplinary measure under Rule 110.1.</p> <p>(d) An increment which has been deferred shall, at the expiry of the period of deferment, become payable in respect of the unexpired portion of the incremental period concerned. The deferment shall not affect the date at which future increments shall fall due.</p> <p>(e) Where an increment has been withheld, one increment shall become payable at the normal incremental date following the period for which it has been withheld, and the provisions of paragraph (a) above shall apply thereafter.</p> <p>(f) When a salary increment has been deferred or withheld, the staff member may take the matter to the Reports Board if the deferral or withholding does not reflect an administrative decision on a contested Performance Report covering the period in respect of which the increment.</p>	<p>(c) An increment may also be deferred or withheld for unsatisfactory conduct, as a disciplinary measure under Rule 110.1.</p> <p>(d) An increment which has been deferred shall, at the expiry of the period of deferment, become payable in respect of the unexpired portion of the incremental period concerned. The deferment shall not affect the date at which future increments shall fall due.</p> <p>(e) Where an increment has been withheld, one increment shall become payable at the normal incremental date following the period for which it has been withheld, and the provisions of paragraph (a) above shall apply thereafter.</p> <p>(f) deleted</p>
<p><b>103.9</b></p>	<p><b>Definition of dependents</b></p> <p>(a) In order for the spouse of a staff member to be recognized as dependent during the course of a given year, the gross occupational earnings of the spouse (before deduction of income tax) during the year must not exceed the lowest entry gross salary level of the United Nations salary scale in effect in the area of the duty station on 1 January of that year; however, for the spouse of a staff member in the Professional category or above, the ceiling shall not be lower than the gross salary of a G-2, step 1 staff member in New York. Where the period considered is part of a calendar year, the occupational earnings and the ceiling shall be calculated <i>pro rata</i>;</p> <p>(b) In order for the child of a staff member to be recognized as dependent, the following conditions must be met:</p> <p>(i) the child must be the legitimate, natural or legally adopted child of the staff member, or a child towards whom the staff member is obliged, by virtue of a legal instrument, to assume the obligations of a parent, or a step-child of the staff member;</p> <p>(ii) the child must be under the age of 18 years or, if in full-time attendance at an educational</p>	<p><b>Definition of dependents</b></p> <p>For the purposes of the Staff Regulations and Staff Rules:</p> <p>(i) A “dependent spouse” is a spouse whose earnings, if any, do not exceed the lowest entry level of the United Nations General Service gross salary scales in force on 1 January of the year concerned for the duty station in the country of the spouse’s place of work. In the case of staff in the Professional and higher categories, the entry level amount referenced shall not at any duty station be less than the equivalent of the lowest entry level salary at the base of the salary system (G-2, step 1, for New York);</p> <p>(ii) A “child” is any of the following children for whom the staff member provides main and continuing support:</p> <p>(a) A staff member’s natural or legally adopted child; or</p> <p>(b) A staff member’s stepchild who is residing with the staff member; or</p> <p>(c) A child who cannot be legally adopted, for whom the staff member has legal responsibility and who is residing with the staff member;</p> <p>(iii) A “dependent child” is a child for whom the staff member provides main and continuing support and who meets one of the following criteria:</p>

	<p>institution, under the age of 21; this age limit shall not be applicable to children incapacitated for paid work owing to physical or mental disability of a permanent or long-term nature;</p> <p>(iii) The staff member has stated in writing that he or she ensures the main and continuing support of the child.</p> <p>(c) The staff member shall be required to produce documentary evidence of the support provided if the person in question is:</p> <p>(i) a spouse from whom the staff member is legally separated;</p> <p>(ii) a married child;</p> <p>(iii) a child who does not live with the staff member; however, a child who is a boarder at an educational institution, or for whom similar lodging arrangements have been made for educational purposes, shall not, solely on this account, be considered as living apart from the staff member.</p> <p>(d) A parent, brother or sister of a staff member shall be considered as a secondary dependant if the staff member provides such a person with not less than half of that person's financial resources, and in any case with not less than twice the amount of the allowance payable under Rule 103.13; the conditions regarding age, school attendance or incapacity are the same for brothers and sisters as those applicable to the children mentioned in paragraph (b) above.</p>	<p>(a) The child is under the age of 18 years;</p> <p>(b) The child is between the ages of 18 and 21 years and attends university or its equivalent full-time; the requirement of residing with the staff member does not apply in this case;</p> <p>(c) The child is of any age and has a disability that is permanent or for a period that is expected to be long-term that prevents substantial gainful employment;</p> <p>(iv) A staff member claiming a child as a dependant must certify that he or she provides main and continuous support. This certification must be supported by documentary evidence satisfactory to the Director-General, if a child:</p> <p>(a) Does not reside with the staff member;</p> <p>(b) Is married; or</p> <p>(c) Is recognized as a dependant under subparagraph (iii) c. above;</p> <p>(v) A father, mother, brother or sister of a staff member shall be considered as a secondary dependant if the staff member provides such a person with not less than half of that person's financial resources, and in any case with not less than twice the amount of the dependency allowance. The conditions regarding age, school attendance and disability are the same for a brother or sister as those applicable to a staff member's child in subparagraph (iii) above.</p>
<p><b>103.11 bis</b></p>	<p><b>Rental subsidies and rental deductions</b></p> <p>(a) A staff member in the Professional category or above may receive a rental subsidy when the rent he or she pays, excluding service charges, exceeds the threshold applicable to him or her. This threshold shall be calculated by multiplying a staff member's remuneration by an indicator reflecting the average percentage amount spent on rent by the staff members at the same duty station. For the purposes of this Rule, "remuneration" shall mean annual salary (Rule 103.1) after deductions under the staff assessment plan (Rule 103.16) and post adjustment (Rule 103.2), and, where applicable, special post allowance (Rule 103.17).</p>	<p><b>Rental subsidies and rental deductions</b></p> <p>At duty stations where the average rental cost used in calculating the post adjustment index is based on the cost of housing provided by the United Nations, by a Government or by a related institution, eligible staff members who have to rent housing accommodation at substantially higher commercial rates will be paid a supplement to the post adjustment in the form of a rental subsidy under conditions established by the Director-General.</p> <p>(b) deleted;</p> <p>(c) deleted;</p> <p>(d) deleted;</p> <p>(e) deleted.</p>

(b) At duty stations other than those mentioned in (c) below, the amount of the rental subsidy shall be the equivalent of 80 per cent of the portion of the rent that exceeds the individual threshold as defined in (a) above.

(c) At duty stations that are the Headquarters of the United Nations or one of the Specialized Agencies, the rental subsidy shall be payable exclusively:

(i) to staff members newly arrived at a duty station, whether as the result of recruitment or of a transfer for a period not exceeding seven years following their arrival; in this case, the subsidy shall be equivalent to 80 per cent of that portion of the rent in excess of the individual threshold as defined in (a) above during the first four years and to 60 per cent, 40 per cent and 20 per cent respectively for the three years thereafter;

(ii) to staff members who are forced to change dwellings due to circumstances beyond their control, for a maximum period of five years following such a change of dwelling; in this case, the subsidy shall be equivalent to 80 per cent of that portion of the rent in excess of the individual threshold as defined in (a) above during the first two years and to 60 per cent, 40 per cent and 20 per cent of that portion during the subsequent three years respectively.

(d) The rental subsidy shall not exceed 40 per cent of the actual rent, except at those duty stations where it has been decided to abolish this ceiling.

(e) If the dwelling occupied by a staff member is more spacious or of higher quality than the standard applicable to that duty station, having particular regard to family circumstances, the rental subsidy shall be calculated on the basis of the rent that would be payable for a dwelling deemed to be of suitable quality.

(f) Staff members whose housing is provided by a government, an institution or an organization at rents appreciably lower than the standard rent used in calculating the post adjustment index shall be subject to payroll deductions from their salaries.

	<p>Staff members provided with accommodation on such terms must inform the Organization of the fact. The amount of the rental deduction shall be equal to 80 per cent of the difference between the actual rent paid by the staff member and the individual rental deduction threshold, which is an amount equal to 64 per cent of the individual rental subsidy threshold amount applicable for rental subsidy purposes. The deduction may be reduced by half and, in exceptional cases, waived if the accommodation is clearly below average.</p> <p>(g) No subsidy shall be paid or deduction made, where the monthly sum involved amounts to less than \$10 a month.</p> <p>(h) A staff member in the General Service category whose recognized home is outside the country of the duty station and who was recruited outside the country concerned may receive the rental subsidy if the non-resident's allowance provided for under Rule 103.14 is not payable at that duty station. The method of calculating the subsidy and the conditions under which it is granted shall be the same as for staff members in the Professional category and above, subject to the provision that the amount of the subsidy cannot exceed that fixed for the non-resident's allowance.</p> <p>(j) The detailed provisions concerning the application of this Rule, including the establishment of the indicators mentioned in (a) above, the abolition of the ceiling referred to in (d) above, the fixing of the standards referred to in (e) above and the application of the deductions referred to in (f) above, shall be drawn up by the International Civil Service Commission.</p>	
<p><b>103.12</b></p>	<p><b>Education grant</b></p> <p>(a) A staff member holding a fixed-term or an indeterminate appointment and whose recognized home is outside the country of his or her duty station shall be entitled to receive an education grant for each dependent child who meets the conditions laid down in Rule 103.9 (b) (i) and (iii) and who is in full-time attendance at an educational institution.</p> <p>(b) The education grant shall be payable up to the end of the fourth year of post-secondary studies, but cannot be paid beyond the end of the academic year during which the child reaches the age of 25.</p>	<p><b>Education grant</b></p> <p>(a) Subject to conditions established by the Director-General, a staff member holding a fixed-term appointment and whose recognized home is outside the country of his or her duty station shall be entitled to receive an education grant for each dependent child who meets the conditions laid down in Rule 103.9 (iii) – (iv) and who is in full-time attendance at an educational institution,</p> <p>(b) The education grant shall be payable up to the end of the school year in which the child completed four years of post-secondary studies or attained the first post-secondary degree, whichever comes first, subject to the upper age limit of 25 years,.</p> <p>(c) Where the period of service of the staff member is less than two thirds of the academic</p>

<p>(c) Where the period of service of the staff member is less than two thirds of the academic year, the amount of the grant shall be calculated on a pro- rata basis. Where school attendance is for less than two thirds of the academic year, the amount of the grant shall be calculated on a pro-rata basis.</p> <p>(d) Where the period of school attendance and/or service of the staff member is less than the full academic year, the amount of the grant relating to the flat sum for boarding shall be calculated on a pro-rata basis, even when such period covers more than two thirds of the academic year.</p> <p>(e) Staff members receiving the education grant who are transferred to the country of their recognized home shall continue to be entitled to this grant for the remainder of the current academic year.</p> <p>(f) Subject to (j) below, the amount of the grant shall be 75 per cent of the expenses admissible for reimbursement under the present Rule, up to a maximum per academic year as indicated in Annex C.</p> <p>(g) Admissible expenses shall in all cases include educational expenses such as the cost of enrolment, registration, courses, including optional courses if provided by the educational institution as part of its regular programme, prescribed textbooks, examinations and the delivery of diplomas and shall exclude all other fees and charges, except that the cost of midday meals provided by the educational institution and the cost of daily group transportation shall be included in admissible expenses if the Director-General is satisfied that local conditions justify it.</p> <p>(h) No education grant shall be paid where admissible expenses amount to less than \$50 in the course of an academic year.</p> <p>(j) Where the child attends an educational establishment beyond commuting distance from the duty station, admissible expenses include, in addition to educational expenses as defined in (g) above:</p> <ul style="list-style-type: none"><li>(i) the cost of board where the child is a boarder at an educational institution;</li><li>(ii) a flat amount per academic year as shown in Annex C, subject to</li></ul>	<p>year, the amount of the grant shall be calculated on a pro- rata basis. Where school attendance is for less than two thirds of the academic year, the amount of the grant shall be calculated on a pro-rata basis.</p> <p>(d) Where the period of school attendance and/or service of the staff member is less than the full academic year, the amount of the grant relating to the flat sum for boarding shall be calculated on a pro-rata basis, even when such period covers more than two thirds of the academic year.</p> <p>(e) Staff members receiving the education grant who are transferred to the country of their recognized home shall continue to be entitled to this grant for the remainder of the current academic year.</p> <p>(f) Tuition (including mother tongue tuition) and enrolment related expenses shall be reimbursed under a global sliding scale as recommended by International Civil Service Commission shown in Annex C;</p> <p>(g) No education grant shall be paid where tuition and enrollment expenses amount to less than \$50 in the course of an academic year.</p> <p>(h) The lump-sum amount for boarding assistance shall also be payable to a staff members serving at a duty stations with a hardship classification of "A" to "E" whose child attends boarding school at the primary or secondary level when the educational institution is located beyond commuting distance from the area where the staff member is serving and, if in the opinion of the Director General, no suitable school exists within commuting distance of the duty station.</p> <p>(i) Private tuition shall be reimbursable only for the learning of the mother tongue of the dependent child and if the Director-General considers that it is not possible to learn this language at the duty station;</p> <p>(j) The grant shall not be paid in respect of:</p> <ul style="list-style-type: none"><li>(i) attendance at a kindergarten or any school at the pre-primary level;</li><li>(ii) vocational training or apprenticeships which do not involve full-time attendance or during which the child receives any payment for services rendered.</li></ul> <p>(k) Staff members receiving an education grant shall declare any scholarship that the child receives, or that they receive on behalf of the child, from sources outside the Organization. The amount of such scholarships shall be deducted from the expenses incurred by staff members in respect of a child's education (before calculation of the amount of the grant to which they are entitled.</p>
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<p>the overall education grant maximum stipulated in the same Annex, if the child is not a boarder.</p> <p>Boarding costs referred to in this paragraph shall not be payable in respect of an educational institution within the country of the duty station if the Director-General is satisfied that a suitable school exists within commuting distance of the duty station.</p> <p>(k) Staff members serving at a duty station where no educational institution exists or where the educational institutions are deemed unsuitable by the Director-General shall be entitled to reimbursement of the full amount of boarding costs in excess of the overall maximum education grant up to the ceilings per academic year stipulated in Annex C, provided that, this entitlement shall apply only in respect of children at the primary and secondary levels of education.</p> <p>(l) Correspondence courses shall be reimbursable only if the Director-General considers them to be the best available substitute for full-time attendance at a school of a type not available at the duty station; however, the Director-General may authorize payment of the grant for a correspondence course where such a course is required as a result of the staff member's expatriation or change of duty station.</p> <p>(m) Private tuition shall be reimbursable only for the learning of the language of the country in which the staff member's recognized home is situated and if the Director-General considers that it is not possible to learn this language at the duty station; however, the Director-General may authorize payment of the grant in respect of private tuition by duly qualified tutors to supplement authorized correspondence courses, or for special coaching required in a subject taught by the school or any other subject which is required for the child's subsequent education.</p> <p>(n) The grant shall not be paid in respect of:</p> <ul style="list-style-type: none"> <li>(i) attendance at a kindergarten or any school at the pre-primary level;</li> <li>(ii) vocational training or apprenticeships which do not involve full-time attendance or during which the child receives</li> </ul>	<ul style="list-style-type: none"> <li>(l) Education grant advances and claims for final settlement shall be made in accordance with conditions established by the Director-General.</li> <li>(m) Each child in respect of which boarding costs under (h) above are payable may travel once in each scholastic year at the expense of the Organization from the place of study to the staff member's duty station and return, on condition that: <ul style="list-style-type: none"> <li>(i) the requested journey is not unreasonable, either because of its closeness to other authorized travel of the staff member, of his or her spouse or of dependent children, or because of the brevity of the visit;</li> <li>(ii) attendance at the educational institution is not for less than two thirds of the scholastic year.</li> </ul> </li> <li>(n) The reimbursement of travel under this Rule shall not exceed the cost of travel by the most direct route, in economy class by air or second class by rail, at student rates wherever applicable, between a staff member's recognized home and the duty station.</li> <li>(o) Where a staff member is entitled to travel expenses under (m) above in respect of one or more children, he or she may, in exceptional circumstances and subject to such conditions as may be prescribed in each case, be authorized to exchange that entitlement for a journey to be made by himself or herself or by his or her spouse from the duty station to visit the child or children at the place of study or to meet with the child or children in some other place, provided that the cost shall not exceed that of travel by the child or children under (m) above and subject to the same conditions.</li> <li>(p) deleted.</li> <li>(q) deleted.</li> <li>(r) deleted.</li> <li>(s) deleted.</li> <li>(t) deleted.</li> <li>(u) deleted.</li> </ul> <p><b>Appendix C</b> <b>Admissible expenses</b></p> <ul style="list-style-type: none"> <li>(i) Admissible expenses shall include tuition, tuition in the mother tongue and enrolment-related fees. Non-reimbursable capital assessment fees shall be reimbursed outside the education grant scheme, under conditions established by the Director-General. Admissible expenses actually incurred shall be reimbursed at the rates indicated in the sliding scale below:</li> </ul>
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any payment for services rendered.

(o) Staff members receiving an education grant shall declare any scholarship that the child receives, or that they receive on behalf of the child, from sources outside the Organization. The amount of such scholarships shall be deducted from the expenses incurred by staff members in respect of a child's education (including the expenses not admissible for reimbursement under this Rule) before calculation of the amount of the grant to which they are entitled.

(p) Education grant advances and claims for final settlement shall be made in accordance with conditions established by the Director-General. Payments shall be made upon presentation of the request, accompanied by pro forma invoices or receipted bills. Only one request for an education grant advance and one claim for final settlement can be submitted in the course of a scholastic year.

(q) Each child in respect of which boarding costs under (j) above are payable may travel once in each scholastic year at the expense of the Organization from the place of study to the staff member's duty station and return, on condition that:

- (i) the requested journey is not unreasonable, either because of its closeness to other authorized travel of the staff member, of his or her spouse or of dependent children, or because of the brevity of the visit;
- (ii) attendance at the educational institution is not for less than two thirds of the scholastic year.

(r) In the case of staff members serving at a duty station included on the list drawn up for that purpose by the International Civil Service Commission, a child may travel twice at the Organization's expense from the place of study to the duty station and return during the scholastic year in which the staff member does not receive home leave, subject to the stipulation in (q) (i) above. Attendance at the educational institution must not be for less than half the scholastic year in order for entitlement to exist in respect of each of the two return journeys within a single scholastic year.

(s) The reimbursement of travel under this Rule shall not exceed the cost of travel by the most direct route, in economy class

**(Education grant entitlements in effect as of the school year in progress on 1 January 2018)**

<i>Claim amount bracket (United States dollars)</i>	<i>Reimbursement rate (percentage)</i>
0-11 600	86
11 601-17 400	81
17 401-23 200	76
23 201-29 000	71
29 001-34 800	66
34 801-40 600	61
40 601 and above	-

	<p>by air, cabin class by sea or second class by rail, at student rates wherever applicable, between a staff member's recognized home and the duty station.</p> <p>(t) Where a staff member is entitled to travel expenses under (q) and (r) above in respect of one or more children, he or she may, in exceptional circumstances and subject to such conditions as may be prescribed in each case, be authorized to exchange that entitlement for a journey to be made by himself or herself or by his or her spouse from the duty station to visit the child or children at the place of study or to meet with the child or children in some other place, provided that the cost shall not exceed that of travel by the child or children under (q) and (r) above and subject to the same conditions.</p> <p>(u) For admissible expenses incurred in certain countries determined by the Director-General on the basis of United Nations common system criteria, the amounts of the entitlements specified under the present Staff Rule 103.12 are established in local currency. For other countries, the amounts of the entitlements shall be calculated on the basis of the exchange rate of the currency in which the expenses were incurred into the US dollar on the date of payment of the grant.</p>	
<p><b>103.12 bis</b></p>	<p><b>Special education grant for disabled children</b></p> <p>(a) A special education grant shall be payable, subject to paragraph (g) below, to any staff member holding a fixed-term or an indeterminate appointment whose dependent child is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to facilitate his or her integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability.</p> <p>(b) The amount of the grant shall be equal to the expenses incurred, up to a maximum per academic year, as shown in Annex C. In countries to which paragraph (u) of Rule 103.12 applies, this amount shall be calculated in accordance with the provisions contained in that paragraph.</p> <p>(c) The expenses reimbursable under the present Rule are those incurred in respect of such teaching and equipment as are necessary to provide an educational programme designed to meet the needs of</p>	<p><b>Special education grant for disabled children</b></p> <p>(a) A special education grant shall be payable, subject to paragraph (g) below, to any staff member holding a fixed-term or an indeterminate appointment whose dependent child is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to facilitate his or her integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability.</p> <p>(b) The amount of the grant shall be equal to the expenses incurred, up to a maximum overall ceiling per academic year corresponding to the upper limit of the top bracket of the global education grant sliding scale shown in Annex C) .</p> <p>(c) The expenses reimbursable under the present Rule are those incurred in respect of such teaching and equipment as are necessary to provide an educational programme designed to meet the needs of the disabled child in order that he or she may attain the highest possible level of functional ability.</p> <p>(d) The grant under the present Rule shall be payable up to the end of the academic year in which the dependent child reaches the age of 25</p>

	<p>the disabled child in order that he or she may attain the highest possible level of functional ability.</p> <p>(d) The grant under the present Rule shall be payable up to the end of the academic year in which the dependent child reaches the age of 25 years. The Director-General may in exceptional cases authorize payment of the grant up to the end of the academic year in which the dependent child reaches the age of 28 years. The Director-General may also authorize payment of a grant for a disabled child attending an institution at pre-primary level.</p> <p>(e) In cases where a disabled child has had to be placed in an educational institution outside the duty station, and if the Director-Gen-eral considers this to be justified in view of the circumstances, the child's travel expenses between the place where the educational institution is located and the duty station shall be reimbursed by the Organization in respect of two return journeys per calendar year. In exceptional cases the Director-General may, if he deems it necessary, authorize the reimbursement of travel expenses for an accompanying person.</p> <p>(f) In cases where a disabled child has to use an individual means of transport to get to the educational institution where he or she is enrolled, transport costs may be reimbursed up to a maximum of twice the cost of daily group transportation provided for in Rule 103.12 (g).</p> <p>(g) In order to receive a grant under the present Rule, the staff member shall be required to show that all other sources of benefits that may be available for the education and training of the child have been exhausted. The amount of expenses used in calculating the grant shall be reduced by the amount of benefits so received as well as, where applicable, by the amount of any grant received under Rule 103.12.</p> <p>(h) The provisions of paragraphs (c), (d), (p) and (u) of Rule 103.12 shall apply mutatis mutandis.</p>	<p>years. The Director-General may in exceptional cases authorize payment of the grant up to the end of the academic year in which the dependent child reaches the age of 28 years. The Director-General may also authorize payment of a grant for a disabled child attending an institution at pre-primary level.</p> <p>(e) In cases where a disabled child has had to be placed in an educational institution outside the duty station, and if the Director-General considers this to be justified in view of the circumstances, the child's travel expenses between the place where the educational institution is located and the duty station shall be reimbursed by the Organization in respect of two return journey per calendar year. In exceptional cases the Director-General may, if he deems it necessary, authorize the reimbursement of travel expenses for an accompanying person.</p> <p>(f) In cases where a disabled child has to use an individual means of transport to get to the educational institution where he or she is enrolled, transport costs may be reimbursed provided that the overall special education grant expenses do not exceed the ceiling established in (b) above).</p> <p>(f) bis Boarding actual expenses are to be included in the calculation of the admissible expenses, subject to a maximum reimbursement equal to the overall ceiling under b) above plus the amount established by International Civil Service Commission equivalent to the lump-sum for boarding assistance.</p> <p>(g) In order to receive a grant under the present Rule, the staff member shall be required to show that all other sources of benefits that may be available for the education and training of the child have been exhausted. The amount of expenses used in calculating the grant shall be reduced by the amount of benefits so received as well as, where applicable, by the amount of any grant received under Rule 103.12 (k).</p> <p>(h) The provisions of paragraphs (c), (d), and (l) of Rule 103.12 shall apply mutatis mutandis.</p>
<p><b>103.13</b></p>	<p><b>Family allowances</b></p> <p>(a) A staff member in the Professional category or above, and a staff member in the General Service category holding a fixed-term or indeterminate appointment, shall be entitled to family allowances,</p>	<p><b>Dependency allowances</b></p> <p>The dependency allowances, which are applicable to the different categories of staff, shall be published by the Directory-General:</p> <p>(i) Dependent spouse allowance: a dependent spouse allowance in the amount of 6 per cent of net base salary</p>

<p>subject to the provisions of Rules 103.7 and 103.9.</p> <p>(b) For staff members in the Professional category or above, the amount of the allowance in respect of each dependent child and in respect of each secondary dependant shall be established by the Director-General on the basis of the recommendations of the International Civil Service Commission. The amounts payable are set out in Annex B.II.</p> <p>(c) Deleted.</p> <p>(d) The amount of family allowances for staff members in the General Service category at Headquarters is shown in Annex D.</p> <p>The amount of the allowances payable to staff members in that category assigned away from the Organization's Headquarters shall be determined for each duty station in accordance with United Nations practice at that station.</p> <p>(e) Family allowances shall be paid subject to the following conditions:</p> <ul style="list-style-type: none"> <li>(i) no allowance shall be paid in respect of the first dependent child of a staff member in the Professional category or above who does not have a dependent spouse;</li> <li>(ii) no allowance shall be paid in respect of a secondary dependant to any staff member in the Professional category or above who has a dependent spouse or to any staff member in the General Service category who receives an allowance in respect of a spouse;</li> <li>(iii) no allowance shall be paid in respect of more than one secondary dependant;</li> <li>(iv) any allowance in respect of a dependent child shall be reduced by the amount of any allowances paid as a social benefit in respect of such child by virtue of national legislation or from other sources outside the Organization, other than a survivorship benefit;</li> <li>(v) if both parents are staff members, only one allowance shall be paid in respect of each eligible child.</li> </ul>	<p>plus post adjustment shall be paid to a staff member in the Professional and higher categories with a recognized dependent spouse; Staff members in the General Service and related categories shall receive a spouse allowance when local conditions and/or the practices of comparator employers call for the establishment of such an allowance, under conditions established by the Director-General.</p> <ul style="list-style-type: none"> <li>(ii) Single parent allowance: a staff member in the Professional and higher categories recognized as a single parent shall receive a single parent allowance in the amount of 6 per cent of net base salary plus post adjustment in respect of the first dependent child, under conditions established by the Director-General. A staff member who receives a single parent allowance in respect of the first dependent child shall not be eligible for payment of a child allowance for that child;</li> <li>(iii) Dependent child allowance: eligible staff members shall receive a dependent child allowance for each recognized dependent child, under conditions established by the Director-General. The full amount of the dependency allowance in respect of a dependent child shall be payable, except where the staff member or his or her spouse receives a social benefit in respect of such child by virtue of national legislation or from other sources outside the Organization, other than a survivorship benefit. Where such a social benefit is received, the dependent child allowance or single parent allowance payable under this rule shall be the approximate amount by which the benefit is less than the dependent child allowance or single parent allowance set out under the Staff Regulations and Staff Rules. No dependency allowance is payable if the benefit is equal to or exceeds the rate set out under the Staff Regulations and Staff Rules;</li> <li>(iv) Secondary dependent allowance: a secondary dependency allowance shall be paid in respect of not more than one secondary dependent and such payment shall not be made when a payment is being made for a dependent spouse. Staff members in the General Service and related categories shall receive a dependency allowance with respect to a secondary dependent when</li> </ul>
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	<p>(f) If a staff member in the General Service category shows that the occupational earnings of his or her spouse exceed the ceiling provided in Rule 103.9 (a) (i) by less than the amount of the relevant spouse allowance, he shall be paid an allowance equal to the difference between that amount and the excess of occupational earnings; however, the spouse shall not be deemed to be dependent under Rule 103.9.</p>	<p>local conditions and/or the practices of comparator employers call for the establishment of such an allowance, under conditions established by the Director-General.</p>
<p><b>104.13</b></p>	<p><b>Promotion</b></p> <p>(a) Promotion shall be the advancement of a staff member to a higher grade. A staff member may be promoted for an indeterminate period or for a fixed-term period of not less than one year.</p> <p>(b) (i) <i>Promotion within categories and from Professional to Director category.</i></p> <p>A staff member shall, upon promotion, be placed in the first step of the new grade, which, for the first full calendar month after his or her promotion, will produce, for that month, an increase in net base salary of not less than that which would have resulted from the granting of two steps to him or her in the grade from which he or she was promoted.</p> <p>(ii) <i>Promotion from General Service and related categories to Professional category.</i></p> <p>A staff member shall, upon promotion be placed in the first step of the new grade, which, for the first full calendar month after his or her promotion will produce a net base salary plus post adjustment at the without dependant rate of not less than a month's pay which would have resulted from the granting of two steps to him or her in the grade from which he was promoted.</p> <p>(iii) If promotion under (i) or (ii) above takes effect on the same date that the staff member would otherwise have received a within-grade salary increment in accordance with Rule 103.4, the salary upon promotion shall be calculated after the award of the increment that would otherwise have been due in the previous grade.</p> <p>(iv) The date of the staff member's first increment after promotion shall be adjusted to give effect to the foregoing.</p> <p>(c) Notwithstanding the provisions of (b) above, the annual base salary of a staff member upon promotion shall not exceed</p>	<p><b>Promotion</b></p> <p>(a) Promotion shall be the advancement of a staff member to a higher grade.</p> <p>(b) (i) <i>Promotion within categories and from Professional to Director category.</i></p> <p>A staff member shall, upon promotion, be placed in the first step of the new grade, which, for the first full calendar month after his or her promotion, will result, for that month, in an increase in net base salary of not less than that which would have resulted from the granting of two steps to him or her in the grade from which he or she was promoted.</p> <p>(ii) <i>Promotion from General Service and related categories to Professional category.</i></p> <p>A staff member shall, upon promotion be placed in the first step of the new grade, which, for the first full calendar month after his or her promotion will result in a net base salary plus post adjustment of not less than a month's pay which would have resulted from the granting of two steps to him or her in the grade from which he was promoted.</p> <p>(iii) If promotion under (i) or (ii) above takes effect on the same date that the staff member would otherwise have received a within-grade salary increment in accordance with Rule 103.4, the salary upon promotion shall be calculated after the award of the increment that would otherwise have been due in the previous grade.</p> <p>(iv) The date of the staff member's first increment after promotion shall be adjusted to give effect to the foregoing.</p> <p>(c) Notwithstanding the provisions of (b) above, the annual base salary of a staff member upon promotion shall not exceed that of the highest step in the grade to which he or she is promoted.</p> <p>(d) deleted</p> <p>(e) deleted</p> <p>(f) deleted</p>

	<p>that of the highest step in the grade to which he or she is promoted.</p> <p>(d) If a staff member who has been promoted for a fixed-term period returns to the grade from which he or she was promoted, he or she shall be placed in the step he or she would have reached in that grade had there been no promotion.</p> <p>(e) When a staff member holding an indeterminate appointment is promoted for a fixed-term period, he or she shall retain his or her indeterminate appointment.</p> <p>(f) Except in the case covered by Rule 109.1 <i>bis (b)</i>, in case of separation during a fixed-term promotion the separation payments to which the staff member concerned is entitled shall be calculated on the basis of the grade to which he or she has been promoted.</p>	
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