



**INTERNATIONAL TROPICAL
TIMBER COUNCIL**

**COMMITTEE ON
FINANCE AND ADMINISTRATION**

Distr.
General

CFA(XXIX)/7
22 September 2014

Original: ENGLISH

TWENTY-NINTH SESSION
3-8 November 2014
Yokohama, Japan

Revision of the ITTO Staff Regulations and Rules
[Item 10 of the Provisional Agenda]

Background

1. The Committee on Finance and Administration at its Twenty-eighth Session convened in Libreville, Gabon on 25 – 30 November 2013 recommended including in the Agenda of its next Session, the revision of the ITTO Staff Regulations and Staff Rules, and requested the Secretariat to provide the up-to-date information on the UN Staff Regulations and Rules to member countries.

Submission to Member Countries

2. Rule 901 of the ITTO Staff Regulations and Rules on Amendments of, and Exceptions to, the Staff Rules, states inter-alia that:

“Amendments of these Rules may be proposed by the Executive Director to the Council for its Approval”

3. In accordance with the above Rule and the recommendation of the Committee on Finance and Administration at its Twenty-eighth Session, the Executive Director has proposed amendments to the Staff Regulations and Staff Rules of the International Tropical Timber Organization in order to make these Regulations and Rules consistent and up-to-date with the Rules of other International Commodity Organizations and those of the United Nations. The proposed amendments were circulated to the Member Countries for comments vide ITTO letter reference L.14-0186 dated 4 June 2014. Comments were received from the EU, Japan and New Zealand.

Revision of the ITTO Staff Regulations and Rules

4. The proposed revision to the ITTO Staff Regulations and Rules, comparison with other organizations and financial implications are attached as Annexes I, II and III for the consideration of Members. The comments received from the EU, Japan and New Zealand are contained in Annex IV. The ITTO Staff Regulations and Staff Rules was last revised in 2008.

Annex I

Proposed Revisions to the ITTO Staff Regulations and Rules

ORIGINAL TEXT

Regulation 1.2

In the performance of their duties staff members shall neither seek nor accept instructions from any government or from any other authority external to the Organization.

Regulation 1.4

Staff members are subject to the authority of the Executive Director and to assignment by him to any of the activities or offices of the Organization. They are responsible to him in the exercise of their functions. The whole time of staff members shall be at the disposal of the Executive Director. The Executive Director shall establish a normal working week.

Rule 102: Official Holidays

Official holidays shall be those observed in Japan, 25 December, Eid-al-Fitr and Eid-al-Adha.

Rule 103: Outside Activities and Interests

(a) Staff members shall not engage in any continuous or recurring outside occupation or employment without the prior approval of the Executive Director.

Regulation 2.8

PROPOSED TEXT

Regulation 1.2

In the performance of their duties staff members shall neither seek nor accept instructions from any government or from any other source external to the Organization.

Regulation 1.4

Staff members are subject to the authority of the Executive Director and to assignment by him/her to any of the activities or offices of the Organization. They are responsible to him/her in the exercise of their functions. The whole time of staff members shall be at the disposal of the Executive Director. The Executive Director shall establish a normal working week.

Rule 102: Official Holidays

(a) Official holidays shall be: New Year's Day, Good Friday, Easter Monday, Christmas Day, Eid-al-Fitr, Eid-al-Adha and any other public holiday declared by the Government of the host country. This list of days may be amended by the Executive Director, depending on the location of the Headquarters of the Organization, with the proviso that there should be at least nine official holidays per year.

(b) When a holiday falls on a Saturday and/or Sunday, the following Monday and/or Tuesday will be observed as a holiday in lieu thereof.

Rule 103: Outside Activities and Interests

(a) Staff members shall not engage in any outside occupation or employment without the prior approval of the Executive Director.

Regulation 2.8

(b) Staff members in the General Service category shall be entitled to receive dependency allowances at the rates applicable to the United Nations staff in the host country and approved by the Council for the following:

- (i) a dependent spouse;
- (ii) each dependent child of a married, single, widowed or divorced staff member;
- (iii) where there is no dependent spouse or dependent child, a single annual

ORIGINAL TEXT

PROPOSED TEXT

allowance for either a dependent parent,
dependent brother or dependent sister.

Regulation 2.9

Claims for dependency allowances shall be submitted annually in writing and supported by evidence satisfactory to the Executive Director. Staff members shall be responsible for reporting immediately to the Executive Director any change which affects the payment of the allowances during the year.

Regulation 2.9

Claims for dependency allowances shall be submitted annually in writing and supported by evidence satisfactory to the Executive Director. Staff members shall be responsible for reporting immediately to the Executive Director any change which affects the payment of the allowances during the year.

A staff member who has not been receiving an allowance, grant or other payment to which he or she is entitled shall not receive retroactively such allowance, grant or payment unless the staff member has made written claim:

(i) In the case of the cancellation or modification of the staff rule governing eligibility, within three months following the date of such cancellation or modification;

(ii) In every other case, within one year following the date on which the staff member would have been entitled to the initial payment.”

Regulation 2.10

A staff member who is internationally recruited and who is outside his/her home country shall be entitled to an education grant for his/her children and a staff member with disabled children shall be entitled to a special education grant for such children. These grants shall be in accordance with the prevailing United Nations schedule for such grants.

Regulation 2.10

A staff member who is internationally recruited and who is outside his/her home country shall be entitled to an education grant for his/her children and a staff member of any categories, regardless of whether or not they are serving in their home country, with disabled children shall be entitled to a special education grant for such children. These grants shall be in accordance with the prevailing United Nations schedule for such grants.

Rule 201: Definition of Dependency

(c) For the purpose of the dependency allowance a child shall be recognized as dependent when the staff member provides continuing support and submits a claim certifying this; provided that, where divorce has occurred and the child does not reside with the staff member, or if the child is married, dependency allowance will be payable only where the staff member submits satisfactory documentary evidence that he has assumed responsibility for the main and continuing support of the child.

Rule 201: Definition of Dependency

(c) For the purpose of the dependency allowance a child shall be recognized as dependent when the staff member provides continuing support and submits a claim certifying this; provided that, where divorce has occurred and the child does not reside with the staff member, or if the child is married, dependency allowance will be payable only where the staff member submits satisfactory documentary evidence that he has assumed responsibility for the main and continuing support of the child.

The allowance shall be reduced by the amount of any dependency allowance received from other sources in respect of the same child by the staff member or his spouse.

ORIGINAL TEXT

(d) A dependent parent, dependent brother or dependent sister shall be a parent, unmarried brother or unmarried sister of whose financial support the staff member provides one half or more, and in any case at least twice the amount of the dependency allowance; provided that the brother or sister is under the age of 18 years, or, if in full-time attendance at a school or university, or similar educational institution, under the age of 21 years. If the brother or sister is totally and permanently disabled the requirements as to school attendance and age shall be waived.

Rule 202: Salary Increments

(c) Satisfactory service for the purpose of awarding a salary increment shall be defined as satisfactory performance and conduct of staff members in their assignments as evaluated by their supervisors.

Rule 203: Salary Policy in Promotions

PROPOSED TEXT

(d) A dependent parent, dependent brother or dependent sister shall be a parent, unmarried brother or unmarried sister of whose financial support the staff member provides one half or more, and in any case at least twice the amount of the dependency allowance; provided that the brother or sister is under the age of 18 years, or, if in full-time attendance at a school or university, or similar educational institution, under the age of 21 years. If the brother or sister is totally and permanently disabled the requirements as to school attendance and age shall be waived.

No allowance for a secondary dependant shall be paid to a staff member with a dependent spouse.

Rule 202: Salary Increments

(c) An increment which has been deferred or withheld shall, at the expiring 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.

(d) Where an increment has been withheld, one increment shall be payable at the normal incremental date following the period for which it has been withheld.

(e) Satisfactory service for the purpose of awarding a salary increment shall be defined as satisfactory performance and conduct of staff members in their assignments as evaluated by their supervisors.

Rule 203: Salary Policy in Promotions

(ii) If promotion is effective in the month in which an increment at the lower grade is due, such increment will be included in the salary at the lower grade, to which two increments will then be added to determine the staff member's salary on promotion in accordance with paragraph (i) above.

(iii) The date of the first salary increment at the higher grade shall be the anniversary date of promotion except that, in the case of those increments that require two years of satisfactory service, the first increment at the higher grade will become due two years from the date of promotion.

(iv) On promotion from the General Service category to the Professional category and in order to determine in accordance with paragraph (i) above the step that should be granted within the grade to which the staff member is promoted, the following emoluments shall also be taken into

ORIGINAL TEXT

PROPOSED TEXT

account:

(a) the net amount of any pensionable allowance that the staff member received at the lower grade; and

(b) the post adjustment corresponding to the net base salary at the single rate for the grade and step in the Professional category which the staff member is promoted.

(v) Where the promotion of a staff member from the General Service category to the Professional category would result in a reduction of his or her pensionable remuneration, the staff member may retain the level of pensionable remuneration reached immediately prior to promotion until it is surpassed as a result of the staff member's advancement in the level of further promotion.

(vi) When, on promotion, a staff member becomes ineligible for payment of non-resident allowance and/or language allowance which he or she has formerly been receiving, the amount the staff member has been receiving for these allowances shall be added to his or her salary before promotion to establish the step rate and date of next salary increment under (i) above.

(ii) When, on promotion, a staff member becomes ineligible for payment of non-resident allowance and/or language allowance which he or she has formerly been receiving, the amount the staff member has been receiving for these allowances shall be added to his or her salary before promotion to establish the step rate and date of next salary increment under (i) above.

Rule 204: Overtime and Compensatory Time Off

Rule 204: Overtime and Compensatory Time Off

(b) Compensation for overtime work shall be computed to the nearest half-hour. Less than half an hour on any day during the scheduled work week shall not be considered.

(b) Compensation for overtime work shall be computed to the nearest half-hour. Less than half an hour on any day during the scheduled work week shall not be considered. A member of the staff who is required to report for overtime work on Saturday or Sunday or on an official holiday shall receive not less than four hours of overtime compensation.

(d) Immediately following a period of intensive overtime work and should the exigencies of the service permit, occasional compensatory time-off may be granted by the Executive Director to staff members not entitled to overtime compensation.

Rule 206: Language Allowance

Rule 206: Language Allowance

(a) A staff member in the general service category shall be paid a language allowance in accordance with prevailing United Nations' rules and rates if he/she passes a test, prescribed for this purpose, in any language of the Organization other than the language or the languages in which he/she is required to be proficient by the terms of his/her appointment. No staff member shall be paid a language allowance for more than two official languages

(a) A staff member in the general service category shall be paid a language allowance in accordance with prevailing United Nations' rules and rates if he/she passes a test, prescribed for this purpose, in any language of the Organization other than the language or the languages in which he/she is required to be proficient by the terms of his/her appointment. No staff member shall be paid a language allowance for more than two official languages of the Organization.

ORIGINAL TEXT

of the Organization. Further tests at intervals of not less than five years will be required in order to demonstrate their continued proficiency.

Rule 208: Education Grant

(a) For the purpose of this rule:

(h) A special education grant for disabled children shall be available to staff members of all categories, regardless of whether they are serving in their home country, provided that they have appointments of one year or longer or have completed one year of continuous service. The amount of the grant shall be in conformity with the prevailing rules and scales of the United Nations.

PROPOSED TEXT

Further tests at intervals of not less than 2 years will be required in order to demonstrate their continued proficiency.

Rule 208: Education Grant

(a) For the purpose of this rule:

(iv) "cost of attendance" includes charges for enrolment, registration, prescribed text books, courses, examinations, diplomas and, if justified by local conditions, for mid-day meals provided by the school, and for daily group transportation provided by the school or organized on a school-wide basis.

(h) A special education grant for disabled children shall be available to staff members of all categories, regardless of whether they are serving in their home country, provided that they have appointments of one year or longer or have completed one year of continuous service. The amount of the grant shall be in conformity with the prevailing rules and scales of the United Nations.

(i) Educational expenses reimbursable under the special education grant shall comprise the expenses incurred to provide an educational programme designed to meet the needs of the disabled child in order that he or she may obtain the highest possible level of functional ability. Expenses for special equipment required for the rehabilitation of disabled child may be reimbursed, if not otherwise covered under health insurance, up to the maximum United Nations rate;

(ii) the grant shall be computed on the basis of the calendar year, if the child is unable to attend a normal educational institution, or non the basis of the school year, if the child is in full-time attendance at a normal educational institution while receiving special teaching or training. The grant shall be payable in respect of any disabled child from the date on which the special teaching or training is required up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of 25 years. At the discretion of the Executive Director, the lower age-limit for payment of the grant may be waived; in exceptional circumstances, the Executive Director may increase the upper age-limit to 28;

(iii) where the period of service does not

ORIGINAL TEXT

PROPOSED TEXT

cover the full school year or calendar year, the amount of the grant shall be that proportion of the annual grant which the period of service bears to the full school or calendar year;

(iv) Claims for the grant shall be submitted annually in writing and supported by medical evidence satisfactory to the Executive Director regarding the child's disability. The staff member shall also be required to provide evidence that he or she has exhausted all other sources of benefits that may be available for the education and training of the child. The amount of educational expenses used as the basis for the calculation of the special education grant shall be reduced by the amount of any benefits so received or receivable by the staff member.

(v) In circumstances where a staff member has to place a disabled child in an educational institution away from the duty station, expenses relating to special education grant travel may be reimbursed up to the cost of two trips per year between the educational institution and the duty station. In very exceptional circumstances and at the discretion of the Executive Director, travel expenses may also be reimbursed for the person accompanying a disabled child. Transportation costs up to twice the reimbursement made for normal group transportation arrangements may be reimbursed for local transportation required for disabled children.

Rule 210. Salary Advance

(a) A request for a salary advance shall be considered in the light of any advance previously granted to the applicant, the extent of his/her indebtedness to the Organization and other relevant factors.

(b) The amount of an advance shall not exceed one month's net salary, exclusive of post adjustment where applicable.

(c) A salary advance shall be expressed in the currency in which the salary is expressed. Where conversion from one currency into another is necessary for the payment or recovery of an advance, such conversion shall be effected at the accounting rate of exchange adopted by the Organization and in force at the date or dates of payment or recovery respectively.

ORIGINAL TEXT

PROPOSED TEXT

(d) A salary advance shall be recovered either by deduction from the following month's pay or by monthly deductions over a period not exceeding six months.

Rule 211. Special Post Allowance

(a) Any staff member shall be expected, as a normal part of his or her functions and without special designation, extra compensation or title, to assume for short periods (such as during the absence of another staff member on leave or when a position is temporarily vacant) the duties and responsibilities of a higher-level post. If, however, a staff member should be required to assume such higher duties and responsibilities for substantial periods of time, the Executive Director may authorize payment to that staff member of a special post allowance. A period of three months or more shall be considered a substantial period of time. The Executive Director may also designate that staff member to assume the title of the one who is absent. In either case,

(i) the staff member shall be fully qualified to undertake the duties and responsibilities of the higher-level post and shall have demonstrated his or her ability to perform the work at this level during a period of not less than three months;

(ii) The post to which the staff member is assigned shall be provided for in the approved establishment table and shall represent a clearly identifiable individual function.

(b) The amount of the special post allowance shall be:

(i) Approximately equivalent to the salary increase the staff member would have received had he or she been promoted to the higher post; or

(ii) Determined by the Executive Director if the staff member assumes only some of the duties and responsibilities of the higher post.

(c) Payment of the allowance shall not be retroactive beyond the beginning of the first pay period following three months' service in the higher-level post.

(d) The special post allowance shall not be taken into consideration for the purposes of assessing

ORIGINAL TEXT

PROPOSED TEXT

Regulation 3.1

Except where expressly provided for in the International Tropical Timber Agreement, 1983 (ITTA) or succeeding Agreements, or as might be otherwise determined by the Council, the Executive Director shall appoint the staff. Upon appointment (or notification of promotion) each staff member shall receive a letter of appointment (or notification of promotion) in accordance with the provisions of these Regulations and Rules.

contributions to the Provident Fund.

Regulation 3.1

Except where expressly provided for in the International Tropical Timber Agreement, 2006 (ITTA) or succeeding Agreements, or as might be otherwise determined by the Council, the Executive Director shall appoint the staff. Upon appointment (or notification of promotion) each staff member shall receive a letter of appointment (or notification of promotion) in accordance with the provisions of these Regulations and Rules.

Regulation 3.2

The paramount consideration in the appointment, transfer or promotion of the staff shall be the necessity for securing the highest standards of efficiency, competence and integrity.

Regulation 3.2

The paramount consideration in the appointment, transfer or promotion of the staff shall be the necessity for securing the highest standards of efficiency, competence and integrity.

Subject to the provisions of the preceding paragraph and without prejudice to the recruitment of fresh talent at all levels, the fullest regard shall be given, in filling vacancies, to the requisite qualifications and experience of persons already in the service of the Organization. Staff members shall have a working knowledge of at least one of the languages of the Organization in addition to their mother tongue.

Regulation 3.3

Staff members shall be granted either permanent or temporary appointments under such terms and conditions consistent with these Regulations and Rules as the Executive Director may prescribe.

Regulation 3.3

Staff members shall be granted either continuing, fixed term or temporary appointments under such terms and conditions consistent with these Regulations and Rules as the Executive Director may prescribe.

Regulation 3.4

Selection of staff members shall be made without distinction as to race, sex or religion. So far as is practicable, selection shall be made on a competitive basis.

Regulation 3.4

So far as is practicable, selection of staff shall be made on a competitive basis to secure the highest standards of efficiency, competence and integrity based on the following general framework and principles:

- (a) The recruitment process identifies and selects staff who demonstrate the highest standards of efficiency, competency and integrity;
- (b) Selection decisions are transparent and free of bias or discrimination of any kind;

ORIGINAL TEXT

PROPOSED TEXT

(c) Selection is made on a competitive basis for all positions irrespective of category, grade or level. Selection decisions are based on pre-approved minimum requirements and evaluation criteria, and are transparent and well documented;

(d) Staff at the Professional level and above are recruited on as wide a geographical basis as possible;

(e) Due consideration is given at the time of selection to the need for achieving gender parity, particularly for positions at the professional level and above;

(f) Full regard is given to the qualifications and experience of persons already in service, without prejudice to the recruitment of new talent;

(g) Due consideration is given to knowledge of at least two working languages, particularly for positions at the professional level and above; and

(h) All vacant posts are advertised, including senior-level posts.

Regulation 3.5

The Executive Director shall prescribe which staff members are eligible for permanent appointments. Permanent appointment to the staff of the Organization shall normally be subject to a probationary period of two years. In exceptional circumstances, the period of probationary service may be reduced or extended for not more than one additional year.

At the end of this period the member shall be granted a permanent appointment or be separated from the service.

Regulation 3.6

Temporary appointments, having an expiration date specified in the letters of appointment, may be granted for a period not exceeding two years. Temporary appointments do not carry any expectancy of renewal or conversion to any other type of appointment.

Regulation 3.5

The Executive Director shall prescribe which staff members are eligible for continuing appointments. Continuing appointment to the staff of the Organization shall normally be subject to a probationary period of six months which may be extended for not more than an additional six months. At the end of this period the member shall be granted a permanent appointment or be separated from the service.

Regulation 3.6

1. Temporary appointments, having an expiration date specified in the letters of appointment, shall be of two types, namely:

(a) a short-term appointment for a period of less than one year; and

(b) a fixed-term appointment for a continuous period of one year or more.

2. A temporary appointment shall not carry any expectation of extension or conversion into a continuing appointment and shall expire according to its terms on the date specified in the letter of appointment without notice or indemnity.

3. Notwithstanding the provisions of paragraph 2

ORIGINAL TEXT

PROPOSED TEXT

above, a temporary appointment may, at the discretion of the Executive Director, be extended for a further period or converted into a continuing appointment.

Rule 303: Letters of Appointment

Rule 303: Letters of Appointment

(c) A copy of the International Tropical Timber Agreement, 1983 (ITTA) or succeeding Agreement and the Staff Regulations and Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment, the staff member shall state in writing that he/she has been made acquainted with and accepts the conditions laid down in the Staff Regulations and Staff Rules.

(c) A copy of the International Tropical Timber Agreement, 2006 (ITTA, 2006) or succeeding Agreement and the Staff Regulations and Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment, the staff member shall state in writing that he/she has been made acquainted with and accepts the conditions laid down in the Staff Regulations and Staff Rules.

Regulation 4.1

Regulation 4.1

Staff members shall be allowed appropriate annual leave.

Staff members shall be allowed appropriate annual leave.

Special leave may be authorized by the Executive Director in exceptional cases.

Special leave may be authorized by the Executive Director in exceptional cases if the annual leave entitlement has been exhausted.

Rule 401: Annual Leave

Rule 401: Annual Leave

(g) A member of the staff holding a permanent or fixed-term appointment may, in exceptional circumstances and at the discretion of the Executive Director, be granted advance annual leave up to a maximum of 10 working days provided his/her service is expected to continue for a period beyond that necessary to accrue the leave so advanced.

Rule 402: Special Leave

Rule 402: Special Leave

(a) Special leave without pay may be granted for advanced study or research in the interest of the Organization, or in cases of extended illness or for other important reasons for such period as the Executive Director may prescribe.

(a) Special leave shall normally be granted without pay. In exceptional circumstances, special leave with full or partial pay may be granted for advanced study or research in the interest of the Organization, or in cases of extended illness when all the provisions regarding sick leave have been exhausted, or for other important reasons for such period as the Executive Director may prescribe.

(b) Staff members shall not accrue service credits toward sick, annual, home and maternity leave, salary increment, termination indemnity and repatriation grant during full months of leave without pay. Periods of less than one calendar month of such leave shall not affect the ordinary rates of accrual; nor shall continuity of service be considered broken by periods of

(b) Staff members shall not accrue service credits toward sick, annual, home and maternity leave, salary increment, termination indemnity and repatriation grant during full months of special leave with full pay, partial pay or without pay. Periods of less than one calendar month of such leave shall not affect the ordinary rates of accrual; nor shall continuity of service be

ORIGINAL TEXT

special leave.

Regulation 5.2

The Executive Director with the approval of the Council shall establish a scheme of social security for the staff, including provisions for sick leave and maternity leave and shall make arrangements to provide the staff with adequate accident and health insurance.

Rule 503: Maternity Leave

(a) A staff member who will have served continuously for one year at the anticipated time of confinement shall be entitled to maternity leave in accordance with the following provisions:

(b) Subject to conditions established by the Executive Director, a staff member shall be entitled to paternity leave in accordance with the following provisions:

Rule 504: Accident and Health Insurance

PROPOSED TEXT

considered broken by periods of special leave.

Rule 404. Special Leave for Family Reasons

(a) In the event of a death of a spouse, mother, father or child, a staff member will be granted three days' special leave with pay, plus necessary travel time when appropriate.

(b) In the event of serious illness or injury of a spouse, mother, father or child, or any exceptional family event requiring the staff member's presence, he or she will be granted special leave with pay for a period of time fixed by the Executive Director.

(c) In the case of marriage of a staff member, the Executive Director is authorized to grant two days' special leave with pay plus necessary travel time when the marriage is taking place outside the duty station.

Rule 405. Unauthorized absence

(a) Unauthorized absence shall render a staff liable to disciplinary action under Rule 801.

(b) Such absence for a period of 15 calendar days or more shall be considered as an abandonment of post and the staff member's service with the Organization shall be deemed to have ceased on the first day of his or her absence.

Regulation 5.2

The Executive Director with the approval of the Council shall establish a scheme of social security for the staff, including provisions for sick leave and maternity leave and shall make arrangements to provide the staff with adequate life, accident and health insurance.

Rule 503: Maternity and Paternity Leave

(a) A female staff member shall be entitled to maternity leave in accordance with the following provisions:

(b) Subject to conditions established by the Executive Director, a male staff member shall be entitled to paternity leave in accordance with the following provisions:

Rule 504: Life, Accident and Health Insurance

ORIGINAL TEXT

PROPOSED TEXT

(a) The Organization shall provide staff members with:

(a) The Organization shall provide staff members with:

(i) an insurance scheme to compensate staff members in the event of death, injury or illness attributable to the performance of official duties on behalf of the Organization; and

(i) A life insurance scheme to cover the staff member's death from any cause whilst in service. The amount of benefit in respect of each life insured shall be three times the staff member's annual pensionable remuneration in the case of staff members in the Professional and higher categories and three times the gross salary in the case of those in the General Service category, at the time of death;

(ii) an additional accident insurance scheme to compensate staff members in the event of injury attributable to the performance of official duties on behalf of the Organization. The amount of benefit in respect of each person insured shall be twice the staff member's annual pensionable remuneration in the case of staff members in the Professional and higher categories and twice the gross salary in the case of those in the General Service category, at the time of the accident; and

(ii) a health insurance scheme.

(iii) a health insurance scheme.

Rule 608: Standard of Travel Accommodation

Rule 608: Standard of Travel Accommodation

(a) For all official travel by air, staff members and their eligible family members shall be provided with economy class accommodation or its equivalent, except the Executive Director and his family members, other than on travel in connection with an education grant under Rule 208, who shall be provided with first class accommodation when the duration of a particular flight exceeds nine hours (by the most direct and economical route), including scheduled stops for such purposes as change of planes or refueling, but excluding travel time to and from airports.

(a) When the approved travel is by air, it shall normally be by economy class. The Executive Director may authorize business-class air travel if circumstances so require e.g. long-haul flights or non-availability of seats in economy class. Staff members above P-level shall be entitled to business class air travel in accordance with the applicable Administrative Instruction of the United Nations Secretariat. First-class travel is not permitted on flights where business class is offered.

Rule 613: Computation of Travel Subsistence Allowance

Rule 613: Computation of Travel Subsistence Allowance

(b) No allowance shall be paid when a traveler returns to his/her official duty station within 10 hours after departure, and 40 per cent of the allowance shall be paid for a journey of 10 hours or more.

(b) No allowance shall be paid when a traveller returns to his/her official duty station within 10 hours after departure, and 40 per cent of the allowance shall be paid for a journey of 10 hours or more.

(c) Where travel is by sea, a full day's allowance at the appropriate rate shall be paid for the day of arrival at the port of disembarkation, provided the traveler remains

(c) Where travel is by sea, a full day's allowance at the appropriate rate shall be paid for the day of arrival at the port of disembarkation, provided the traveller remains in official travel status for more

ORIGINAL TEXT

in official travel status for more than 12 hours thereafter. No allowance shall be paid for the day on which embarkation takes place.

Rule 614: Miscellaneous Travel Expenses

Necessary additional expenses, incurred by a staff member in connection with the transaction of official business or in the performance of authorized travel, shall be reimbursed by the Organization after completion of travel provided the necessity and nature of the expenses are satisfactorily explained and as far as practicable supported by proper receipts which shall normally be required for any expenditure in excess of US\$10. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

Rule 616: Excess Baggage and Unaccompanied Shipments

(b) Staff members traveling by air economy class or its equivalent shall be entitled to payment of excess baggage for themselves and their eligible family members to the extent of the difference between the free baggage allowance by first class and by economy class or its equivalent.

(f) Where surface shipment under paragraphs (d) (ii), or (e) is the most economical means of transport, such shipment may be converted to air freight on the basis of one half of the weight or volume of the authorized surface entitlement:

(i) When a staff member elects to convert the whole surface entitlement to air freight; or

(ii) When, in the opinion of the Executive Director, the conversion to air freight of a portion of the surface entitlement is necessary to meet urgent needs.

(g) When the authorized travel is by air, the staff member may elect to convert the whole surface shipment relating to travel on home leave, or education grant under paragraph (d) (i) above, to air freight on the basis of the one-half rule. No costs for packing, crating,

PROPOSED TEXT

than 12 hours thereafter. No allowance shall be paid for the day on which embarkation takes place.

Rule 614: Miscellaneous Travel Expenses

Necessary additional expenses, incurred by a staff member in connection with the transaction of official business or in the performance of authorized travel, shall be reimbursed by the Organization after completion of travel provided the necessity and nature of the expenses are satisfactorily explained and as far as practicable supported by proper receipts which shall normally be required for any expenditure in excess of US\$30.00. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

Rule 616: Excess Baggage and Unaccompanied Shipments

(b) Staff members traveling by air economy class or its equivalent shall be entitled to payment of excess baggage for themselves and their eligible family members to the extent of the difference between the free baggage allowance by business class and by economy class or its equivalent, except in exceptional circumstances where additional baggage allowance is necessary for the functions of the organizations in which case the difference between the free baggage allowance by first class and by economy class or its equivalent may be authorised.

(f) Where surface shipment under paragraphs (d) (ii), or (e) is the most economical means of transport, such shipment may be converted to air freight on the basis of one half of the weight or volume of the authorized surface entitlement:

(i) When, in the opinion of the Executive Director, the conversion to air freight of a portion of the surface entitlement is necessary to meet urgent needs.

ORIGINAL TEXT

PROPOSED TEXT

unpacking and uncrating will be paid, but reasonable costs will be paid for cartage of such air freight shipments.

Rule 619: Removal Costs

(e) Payment by the Organization of removal expenses shall be regulated by the Executive Director subject to the following conditions:

(v) the cost of insurance in transit of household goods and effects, excluding any articles of value for which special rates of premium are charged, shall be payable by the Organization up to a maximum valuation of US\$ 65,000 if the staff member is accompanied by a member or members of his/her family whose travel is authorized at the expense of the Organization or of US\$ 40,000 if he/she is not so accompanied. The Organization shall in no case be responsible for loss or damage.

Rule 620: Loss of Entitlement to Removal Expenses

(b) Entitlement to removal expenses shall cease when the staff member's services are not expected to continue for more than six months beyond the proposed date of arrival of the household goods and effects.

(c) Entitlement to removal expenses on separation from service shall cease if removal has not commenced within one year after the date of separation.

Regulation 7.1

(a) The Executive Director shall terminate the appointment of a staff member who holds a permanent appointment and whose probationary period has been completed if the necessities of the service require abolition of the post or reduction of the staff, if the service of the individual concerned proves unsatisfactory, or, if he/she is, for reasons of health, (subject to Rule 502), incapacitated for further service.

(b) The Executive Director may also, giving his reasons therefore, terminate the appointment of

Rule 619: Removal Costs

(e) Payment by the Organization of removal expenses shall be regulated by the Executive Director subject to the following conditions:

(v) the cost of insurance in transit of household goods and effects, excluding any articles of value for which special rates of premium are charged, shall be payable by the Organization up to the maximum allowable by United Nations rules.

Rule 620: Loss of Entitlement to Removal Expenses

(b) A staff member who resigns in order to take up another appointment within the country of the duty station shall not normally be entitled to payment of removal expenses.

(c) Entitlement to removal expenses shall cease when the staff member's services are not expected to continue for more than six months beyond the proposed date of arrival of the household goods and effects.

(d) Entitlement to removal expenses on separation from service shall cease if removal has not commenced within one year after the date of separation.

Regulation 7.1

(a) The Executive Director shall terminate the appointment of a staff member who holds a continuing appointment and whose probationary period has been completed if the necessities of the service require abolition of the post or reduction of the staff, or, if he/she is, for reasons of health, (subject to Rule 502), incapacitated for further service.

(b) The Executive Director may also, giving his reasons therefore, terminate the appointment of

ORIGINAL TEXT

a staff member who holds a continuing appointment:

(ii) If facts anterior to the appointment of the staff member and relevant to his suitability come to light which, if they had been known at the time of his appointment, should have precluded his appointment.

(c) No termination under subparagraphs (i) and (ii) shall take place until the matter has been considered and reported on by the Joint Disciplinary Committee established under Rule 801.

Regulation 7.2

In the case of all other staff members, including staff members serving a probationary period for a permanent appointment, the Executive Director may at any time terminate the appointment, if, in his opinion, such action would be in the interest of the Organization.

Regulation 7.4

(a) Staff members shall normally not be retained in the service of the Organization beyond the age of 62 years and are expected to retire at that age. Earlier retirement consistent with the rules of the Provident Fund may be

PROPOSED TEXT

a staff member who holds a continuing appointment:

(ii) If facts anterior to the appointment of the staff member and relevant to his/her suitability come to light which, if they had been known at the time of his appointment, should have precluded his/her appointment.

(iii) If the staff member is found to have seriously misconducted himself/herself.

(c) No termination under subparagraphs (i), (ii) and (iii) shall take place until the matter has been considered and reported on by the Joint Disciplinary Committee established under Rule 801.

(d) The Executive Director may terminate the appointment of a staff member who holds a continuing appointment if the services of the individual concerned prove unsatisfactory over a prolonged period of time. Such a situation is deemed to prevail if:

- the overall rating of the annual appraisal of a staff member is "not satisfactory" during two consecutive years or during three years out of a period of five years; and
- the Head of Division of the staff member in question has provided a detailed explanation in writing to the Executive Director of the reasons for the said ratings to which the staff member is entitled to add his or her comments and observations; and
- the Executive Director and the Heads of Divisions are unanimous in upholding all the "not satisfactory" ratings.

Regulation 7.2

In the case of all other staff members, including staff members serving a probationary period for a continuing appointment, the Executive Director may at any time terminate the appointment, if, in his opinion, such action would be in the interest of the Organization.

Regulation 7.4

(a) Staff members shall normally not be retained in the service of the Organization beyond the age of 65 years and are expected to retire at that age. Earlier retirement consistent with the rules of the Provident Fund may be agreed between

ORIGINAL TEXT

agreed between the Organization and the staff member.

(b) The Executive Director may recommend to the Council the retention of a member of the staff aged 62 or over if this would be in the interest of the Organization.

Rule 701: Definition of Termination

A termination within the meaning of these Regulations is a separation from service initiated by the Executive Director, other than retirement at the age of 62 years or more or summary dismissal for serious misconduct.

Rule 703: Resignations

(c) The Executive Director may require the resignation to be submitted in person in order to be acceptable.

Rule 707: Repatriation Grant

(c) Payment of repatriation grant shall be subject to the following conditions and definitions:

(vii) Loss of entitlement to payment of return travel expenses under Rule 603 shall not affect a staff member's eligibility for payment of the repatriation grant.

(viii) In the event of the death of an eligible staff member, no payment shall be made unless there is a surviving spouse, or one or more dependent children whom the Organization is obliged to return to their home country. If there is one such surviving dependant payment shall be made at the single rate; if there are two or more such surviving dependents, payment shall be made at the dependency rate.

PROPOSED TEXT

the Organization and the staff member.

(b) The Executive Director may recommend to the Council the retention of a member of the staff aged 65 or over if this would be in the interest of the Organization.

Rule 701: Definition of Termination

A termination within the meaning of these Regulations is a separation from service initiated by the Executive Director, other than retirement at the age of 65 years or more or summary dismissal for serious misconduct.

Rule 703: Resignations

Rule 707: Repatriation Grant

(c) Payment of repatriation grant shall be subject to the following conditions and definitions:

(vii) Where both husband and wife are staff members and each is entitled, on separation, to payment of a repatriation grant, payment shall be made to each, at single rates, according to their respective entitlements, provided that, where dependent children are recognized, the first parent to be separated may claim payment at dependency rates. In this event the second parent, on separation, may claim payment at the single rate for the period of qualifying service subsequent thereto, or, if eligible, at the dependency rate for the whole period of his or her qualifying service, from which shall normally be deducted the amount of the repatriation grant paid to the first parent.

(viii) Loss of entitlement to payment of return travel expenses under Rule 603 shall not affect a staff member's eligibility for payment of the repatriation grant.

(ix) In the event of the death of an eligible staff member, no payment shall be made unless there is a surviving spouse, or one or more dependent children whom the Organization is obliged to return to their home country. If there is one such surviving dependant payment shall be made at the single rate; if there are two or more such surviving dependents, payment shall be made at the dependency rate.

ORIGINAL TEXT

PROPOSED TEXT

Rule 708: Termination Indemnity

Rule 708: Termination Indemnity

(c) No termination indemnity shall be payable to:

(c) No termination indemnity shall be payable to:

(ii) a staff member whose appointment is terminated for unsatisfactory services or who, for disciplinary reasons, is dismissed for misconduct or who is summarily dismissed;

(ii) a staff member holding a temporary appointment;

(iii) a staff member whose appointment is terminated for unsatisfactory services or who, for disciplinary reasons, is dismissed for misconduct or who is summarily dismissed;

(iii) a staff member who is retired under the rules of the Provident Fund;

(iv) a staff member who abandons his or her post;

(iv) a staff member who receives compensation for permanent total disability under the accident insurance scheme established under Rule 504 of these Rules; and

(v) a staff member who is retired under the rules of the Provident Fund;

(v) a staff member who has reached the end of his term of appointment.

(vi) a staff member who receives compensation for permanent total disability under the accident insurance scheme established under Rule 504 of these Rules; and

(vii) a staff member who has reached the end of his term of appointment.

Regulation 8.1

Regulation 8.1

The Executive Director may impose disciplinary measures on staff members whose conduct is unsatisfactory. He may dismiss a member of the staff for serious misconduct.

Failure by a staff member to comply with his or her obligations under the Staff Regulations and Rules of the Organization or to observe the standards of conduct expected of an international civil servant may amount to misconduct and may lead to the institution of a disciplinary process and the imposition of disciplinary measures for misconduct. . After having requested and received advice from the Joint Disciplinary Committee, the Executive Director, may terminate the appointment of a member of the staff for:

- (i) serious misconduct; or
- (ii) if the staff member does not meet the highest standards of integrity required by the Organization; or

(iii) If facts anterior to the appointment of the staff member and relevant to his suitability come to light which, if they had been known at the time of his appointment, should have precluded his/her appointment.

Rule 802: Disciplinary Measures

Rule 802: Disciplinary Measures

Disciplinary measures shall consist of written censure, suspension without pay, demotion or dismissal for misconduct.

(a) Disciplinary measures shall consist of written censure, deferment or withholding of within-grade salary increment, suspension without pay

ORIGINAL TEXT

PROPOSED TEXT

for a specified period, demotion or dismissal for misconduct. Suspension pending investigation shall not be considered a disciplinary measure.

(b) Written censure shall be authorized by the Executive Director and shall be distinguished from reprimand of a staff member by a supervisory official. Such reprimand shall not be deemed to be a disciplinary measure within the meaning of this rule.

Annex II

Comparison of Proposed Revisions with the Staff Rules and Regulations of the United Nations and Other International Commodity Organizations

PROPOSED TEXT	UNITED NATIONS	INTERNATIONAL COCOA ORGANIZATION	INTERNATIONAL COFFEE ORGANIZATION
<p><u>1. DUTIES AND RESPONSIBILITIES</u></p>			
<p><u>Regulation 1.2</u></p>			
<p>In the performance of their duties staff members shall neither seek nor accept instructions from any government or from any other <u>source authority</u> external to the Organization. <u>(New Zealand)</u></p>	<p>Regulation 1.2(d) of ST/SGB/2013/3 of United Nations Staff Rules and Staff Regulations (UN SR (2013))</p>	<p>Regulation I-2 of ICC/31/5/Rev.3 of Staff Regulations and Staff Rules of the International Cocoa Organizations (ICCO SR) (Jul 2006)</p>	<p>Regulation 1.3 of the International Coffee Organization (ICO SR) (Feb 2011)</p>
<p><u>Regulation 1.4</u></p>			
<p>Staff members are subject to the authority of the Executive Director and to assignment by him/her to any of the activities or offices of the Organization. They are responsible to him/<u>her</u> in the exercise of their functions. The whole time of staff members shall be at the disposal of the Executive Director. The Executive Director shall establish a normal working week.</p>	<p>Regulation 1.3 (c) of UN SR (2013)</p>	<p>Regulation I-8 of ICCO SR (2006)</p>	<p>Regulation 1.2 of ICO SR (2011)</p>
<p><u>Rule 102: Official Holidays</u></p>			
<p>(a) Official holidays shall be: <u>New Year's Day, Good Friday, Easter Monday</u>, Christmas Day, Eid-al-Fitr, Eid-al-Adha and any other public holiday declared by the Government of the host country. <u>This list of days may be amended by the Executive Director, depending on the location of the Headquarters of the Organization, with the proviso that there should be at least nine official holidays per year.</u></p>	<p>See Rule 1.4 (b) of UN SR (2013)</p>	<p>Rule 102: Official Holidays of ICCO SR (2006)</p>	<p>Rule 101.2: Official holidays of ICO SR (2011)</p>
<p>(b) <u>When a holiday falls on a Saturday and/or Sunday, the following Monday and/or Tuesday will be observed as a holiday in lieu thereof.</u></p>			

PROPOSED TEXT

UNITED NATIONS

**INTERNATIONAL COCOA
ORGANIZATION**

**INTERNATIONAL COFFEE
ORGANIZATION**

Rule 103: Outside Activities and Interests

(a) Staff members shall not engage in any ~~continuous~~ ~~or recurring~~ outside occupation or employment without the prior approval of the Executive Director [NZ].

See "outside employment and activities" at page 8 of UN SR (2013)

Rule 103: Outside Activities and Interests of ICCO SR (2006)

Rule 101.3: Outside activities and interests of ICO SR (2011)

2. CLASSIFICATION OF STAFF, SALARIES AND RELATED ALLOWANCES

Regulation 2.8

(a) Staff members in professional and higher categories shall be entitled to receive dependency allowances in conformity with the prevailing dependency allowances schedule and related provisions of the United Nations. Such allowances are payable in respect of:

See Rule 3.6 of UN SR (2013)

Regulation III-7(a)&(b) of ICCO SR (2006)

Regulation 3.5.1 of ICO SR (2011)

(i) Each dependent child of a single, married, widowed or divorced staff member;

(ii) Where there is no dependent spouse, a single annual allowance for either a dependent parent, a dependent brother or a dependent sister.

(b) Staff members in the General Service category shall be entitled to receive dependency allowances at the rates applicable to the United Nations staff in the host country and approved by the Council for the following:

(i) a dependent spouse;

PROPOSED TEXT	UNITED NATIONS	INTERNATIONAL COCOA ORGANIZATION	INTERNATIONAL COFFEE ORGANIZATION
(ii) each first-dependent child of a married, single, widowed or divorced staff member; <u>[NZ]</u>			
(iii) first dependent child of a single, widowed or divorced staff member;			
(ii) each additional dependent child; <u>[NZ]</u>			
(iv) <u>(iii)</u> where there is no dependent spouse or dependent child, a single annual allowance for either a dependent parent, dependent brother or dependent sister.			
<u>Regulation 2.9</u>			
Claims for dependency allowances shall be submitted annually in writing and supported by evidence satisfactory to the Executive Director. Staff members shall be responsible for reporting immediately to the Executive Director any change which affects the payment of the allowances during the year.	Regulation 3.6 (d) of UN SR (2013)	Regulation III-7(c) of ICCO SR (2006)	Regulation 3.5.2 of ICO SR (2011)
Retroactive payment of an allowance may in special circumstances be authorized for a period not in excess of one year preceding the date on which evidence of entitlement is received by the Organization. <u>[NZ]</u>			
<u>A staff member who has not been receiving an allowance, grant or other payment to which he or she is entitled shall not receive retroactively such allowance, grant or payment unless the staff member has made written claim:</u>			
<u>(i) In the case of the cancellation or modification of the staff rule governing eligibility, within three months following the date of such cancellation or modification;</u>		Regulation III-7(d) of ICCO SR (2006)	

PROPOSED TEXT

UNITED NATIONS

INTERNATIONAL COCOA
ORGANIZATION

INTERNATIONAL COFFEE
ORGANIZATION

(ii) In every other case, within one year following the date on which the staff member would have been entitled to the initial payment.”[NZ]

Regulation 2.10

A staff member who is internationally recruited and who is outside his/her home country shall be entitled to an education grant for his/her children and a staff member **of any categories, regardless of whether or not they are serving in their home country**, with disabled children shall be entitled to a special education grant for such children. These grants shall be in accordance with the prevailing United Nations schedule for such grants.

See Rule 3.9 of UN SR (2013)

Regulation III-8 of ICCO SR (2006)
Rule 303: Education Grant(j) of ICCO SR (2006)

Regulation 3.6 of ICO SR (2011)

Rule 201: Definition of Dependency

(a) A dependent spouse shall be a spouse whose annual occupational earnings, if any, during the calendar year considered do not exceed the lowest entry salary level of the United Nations general service salary scale in effect in Japan.

(b) For purposes of the Staff Regulations and the Staff Rules a “child” shall be the unmarried child of a staff member, under the age of 18 years, or if the child is in full-time attendance at a school or university, or similar educational institution, under the age of 21 years. If the child is totally and permanently disabled, the requirements as to school attendance and age shall be waived.

(c) For the purpose of the dependency allowance a child shall be recognized as dependent when the staff member provides continuing support and submits a claim certifying this; provided that, where divorce has

Rule 3.6 of UN SR (2013)

Rule 301: Definition of Dependency

Rule 103.1: Definition of dependency of ICO SR (2011)

PROPOSED TEXT

UNITED NATIONS

**INTERNATIONAL COCOA
ORGANIZATION**

**INTERNATIONAL COFFEE
ORGANIZATION**

occurred and the child does not reside with the staff member, or if the child is married, dependency allowance will be payable only where the staff member submits satisfactory documentary evidence that he has assumed responsibility for the main and continuing support of the child.

The allowance shall be reduced by the amount of any dependency allowance received from other sources in respect of the same child by the staff member ~~of~~ or his spouse.

(d) A dependent parent, dependent brother or dependent sister shall be a parent, unmarried brother or unmarried sister of whose financial support the staff member provides one half or more, and in any case at least twice the amount of the dependency allowance; provided that the brother or sister is under the age of 18 years, or, if in full-time attendance at a school or university, or similar educational institution, under the age of 21 years. If the brother or sister is totally and permanently disabled the requirements as to school attendance and age shall be waived.

No allowance for a secondary dependant shall be paid to a staff member with a dependent spouse.

Rule 202: Salary Increments

(a) Annual salary increments shall be effective from the first day following the date on which the service requirements are completed.

Rule 3.3 of UN SR (2013)

Rule 304: Salary Increments

Rule 103.2: Increments in salary of ICO SR (2011)

(b) A salary increment may be deferred within an incremental period, or withheld, if service or conduct is unsatisfactory. The staff member involved shall be so informed by the Executive Director.

Rule 3.3 of UN SR (2013)

PROPOSED TEXT

(c) An increment which has been deferred or withheld shall, at the expiring 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.

(d) Where an increment has been withheld, one increment shall be payable at the normal incremental date following the period for which it has been withheld.

(e) Satisfactory service for the purpose of awarding a salary increment shall be defined as satisfactory performance and conduct of staff members in their assignments as evaluated by their supervisors.

Rule 203: Salary Policy in Promotions

Staff Members receiving promotions shall be paid in accordance with the following provisions:

(i) During the first year following promotion a staff member in continuous service shall receive in salary the amount of two full steps in the level to which the staff member has been promoted more than he or she would have received without promotion except where promotion to the lowest step of the level yields a greater amount. The step rate and date of salary increment in the higher salary level shall be adjusted to achieve this end.

(ii) If promotion is effective in the month in which an increment at the lower grade is due, such increment will be included in the salary at the lower grade, to which two increments will then be added to determine the staff member's salary on promotion in accordance with paragraph (ia) above.

UNITED NATIONS

Rule 3.3 & Annex I to UN SR
(2013) Paragraph 4

Rule 3.4 (b) of UN SR (2013)

See UN Guidelines for
determination of level and step
See Rule 13.8 of UN SR (2013)
for non-resident allowance

**INTERNATIONAL COCOA
ORGANIZATION**

Rule 305: Salary Policy in
Promotions

**INTERNATIONAL COFFEE
ORGANIZATION**

Rule 103.3: Salary policy
on promotion ICO SR
(2011)

PROPOSED TEXT

UNITED NATIONS

**INTERNATIONAL COCOA
ORGANIZATION**

**INTERNATIONAL COFFEE
ORGANIZATION**

(iii) The date of the first salary increment at the higher grade shall be the anniversary date of promotion except that—, in the case of those increments that require two years of satisfactory service, the first increment at the higher grade will become due two years from the date of promotion.

(iv) On promotion from the General Service category to the Professional category and in order to determine in accordance with paragraph (i) above the step that should be granted within the grade to which the staff member is promoted, the following emoluments shall also be taken into account:

(a) the net amount of any pensionable allowance that the staff member received at the lower grade; and

(b) the post adjustment corresponding to the net base salary at the single rate for the grade and step in the Professional category which the staff member is promoted.

(v) Where the promotion of a staff member from the General Service category to the Professional category would result in a reduction of his or her pensionable remuneration, the staff member may retain the level of pensionable remuneration reached immediately prior to promotion until it is surpassed as a result of the staff member's advancement in the level of further promotion.

(vi) When, on promotion, a staff member becomes ineligible for payment of non-resident allowance and/or language allowance which he or she has formerly been receiving, the amount the staff member has been receiving for these allowances shall be

PROPOSED TEXT

added to his or her salary before promotion to establish the step rate and date of next salary increment under (i) above.

Rule 204: Overtime and Compensatory Time Off

(a) Compensatory time off or additional payment under conditions established by the Executive Director shall be given to staff members in the general service category who are required to work:

- (i) in excess of eight hours in a day;
- (ii) on Saturday or Sunday when these days are not part of the scheduled work week; or
- (iii) on official holidays

(b) Compensation for overtime work shall be computed to the nearest half-hour. Less than half an hour on any day during the scheduled work week shall not be considered. **A member of the staff who is required to report for overtime work on Saturday or Sunday or on an official holiday shall receive not less than four hours of overtime compensation.**

(c) Overtime compensation shall be made at the rate of one-and-a-half times the staff member's hourly basic salary for overtime performed during the scheduled work week or on Saturdays and at the rate of twice the staff member's hourly basic salary on Sunday or on an official holiday.

(d) Immediately following a period of intensive overtime work and should the exigencies of the service permit, occasional compensatory time-off may

UNITED NATIONS

Rule 3.11 of UN SR (2013)

**INTERNATIONAL COCOA
ORGANIZATION**

Rule 306: Overtime and
Compensatory Time-Off of
ICCO SR (2006)

**INTERNATIONAL COFFEE
ORGANIZATION**

Rule 103.4: Overtime
and compensatory time
off of ICO SR (2011)

PROPOSED TEXT

UNITED NATIONS

**INTERNATIONAL COCOA
ORGANIZATION**

**INTERNATIONAL COFFEE
ORGANIZATION**

be granted by the Executive Director to staff members not entitled to overtime compensation.

Rule 206: Language Allowance

(a) A staff member in the general service category shall be paid a language allowance in accordance with prevailing United Nations' rules and rates if he/she passes a test, prescribed for this purpose, in any language of the Organization other than the language or the languages in which he/she is required to be proficient by the terms of his/her appointment. No staff member shall be paid a language allowance for more than two official languages of the Organization. Further tests at intervals of not less than ~~2~~five years will be required in order to demonstrate their continued proficiency.~~[NZ]~~

Paragraph 7 of Annex I of UN SR (2013) & Rule 3.8 of UN SR (2013)

Rule 308: Language Allowance of ICCO SR (2006)

Rule 103.6: Language allowance of ICO SR (2011)

(b) The language allowance shall be taken into account in determining the contributions to the Provident Fund.

Rule 3.8 (c) of UN SR (2013)

Rule 208: Education Grant

(a) For the purpose of this rule:

(i) "child" means an unmarried child of a staff member who is dependent upon the staff member for continuing support. "Disabled child" means a child who is unable, by reasons of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability.

UN Regulation 3.2 & Rule 3.9 of UN SR (2013)

Rule 303: Education Grant of ICCO SR (2006)

Rule 103.7: Education grant of ICO SR (2011)

PROPOSED TEXT

(iv) "cost of attendance" includes charges for enrolment, registration, prescribed text books, courses, examinations, diplomas and, if justified by local conditions, for mid-day meals provided by the school, and for daily group transportation provided by the school or organized on a school-wide basis.

(h) A special education grant for disabled children shall be available to staff members of all categories, regardless of whether they are serving in their home country, provided that they have appointments of one year or longer or have completed one year of continuous service. The amount of the grant shall be in conformity with the prevailing rules and scales of the United Nations.

(i) Educational expenses reimbursable under the special education grant shall comprise the expenses incurred to provide an educational programme designed to meet the needs of the disabled child in order that he or she may obtain the highest possible level of functional ability. Expenses for special equipment required for the rehabilitation of disabled child may be reimbursed, if not otherwise covered under health insurance, up to the maximum United Nations rate;

(ii) the grant shall be computed on the basis of the calendar year, if the child is unable to attend a normal educational institution, or non the basis of the school year, if the child is in full-time attendance at a normal educational institution while receiving special teaching or training. The grant shall be payable in respect of any disabled child from the date on which the special teaching

UNITED NATIONS

UN rule ST/AI/2011/4/Amend I (2011) and ST/IC/2013/35 (2013) provides for latest rates.

ST/AI/2011/4 (2011)

**INTERNATIONAL COCOA
ORGANIZATION**

**INTERNATIONAL COFFEE
ORGANIZATION**

PROPOSED TEXT

UNITED NATIONS

**INTERNATIONAL COCOA
ORGANIZATION**

**INTERNATIONAL COFFEE
ORGANIZATION**

or training is required up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of 25 years. At the discretion of the Executive Director, the lower age-limit for payment of the grant may be waived; in exceptional circumstances, the Executive Director may increase the upper age-limit to 28;

ST/IC/2013/35 (2013) Provides latest rates of education grant effective from 1 January 2013.

(iii) where the period of service does not cover the full school year or calendar year, the amount of the grant shall be that proportion of the annual grant which the period of service bears to the full school or calendar year;

(iv) Claims for the grant shall be submitted annually in writing and supported by medical evidence satisfactory to the Executive Director regarding the child's disability. The staff member shall also be required to provide evidence that he or she has exhausted all other sources of benefits that may be available for the education and training of the child. The amount of educational expenses used as the basis for the calculation of the special education grant shall be reduced by the amount of any benefits so received or receivable by the staff member.

ST/AI/2011/4 (2011)

~~(v)~~(iv) In circumstances where a staff member has to place a disabled child in an educational institution away from the duty station, expenses relating to special education grant travel may be reimbursed up to the cost of two trips per year between the educational institution and the duty station. In very exceptional circumstances and at the discretion of the Executive Director, travel expenses may also be reimbursed for the person

ST/AI/2011/4 (2011)

Rule 303 (j): Special Education Grant for Disabled Children of ICCO SR (2006)

PROPOSED TEXT

UNITED NATIONS

**INTERNATIONAL COCOA
ORGANIZATION**

**INTERNATIONAL COFFEE
ORGANIZATION**

accompanying a disabled child. Transportation costs up to twice the reimbursement made for normal group transportation arrangements may be reimbursed for local transportation required for disabled children.

Rule 210. Salary Advance

(a) A request for a salary advance shall be considered in the light of any advance previously granted to the applicant, the extent of his/her indebtedness to the Organization and other relevant factors.

(b) The amount of an advance shall not exceed one month's net salary, exclusive of post adjustment where applicable.

(c) A salary advance shall be expressed in the currency in which the salary is expressed. Where conversion from one currency into another is necessary for the payment or recovery of an advance, such conversion shall be effected at the accounting rate of exchange adopted by the Organization and in force at the date or dates of payment or recovery respectively.

(d) A salary advance shall be recovered either by deduction from the following month's pay or by monthly deductions over a period not exceeding six months.

Rule 309: Salary Advance of
ICCO SR (2006)

Rule 211. Special Post Allowance

PROPOSED TEXT

UNITED NATIONS

**INTERNATIONAL COCOA
ORGANIZATION**
Rule 310: Special Post
Allowance of ICCO SR (2006)

**INTERNATIONAL COFFEE
ORGANIZATION**
Rule 103.8: Special Post
Allowance of ICO SR
(2011)

(a) Any staff member shall be expected, as a normal part of his or her functions and without special designation, extra compensation or title, to assume for short periods (such as during the absence of another staff member on leave or when a position is temporarily vacant) the duties and responsibilities of a higher-level post. If, however, a staff member should be required to assume such higher duties and responsibilities for substantial periods of time, the Executive Director may authorize payment to that staff member of a special post allowance. A period of three months or more shall be considered a substantial period of time. The Executive Director may also designate that staff member to assume the title of the one who is absent. In either case,

(i) the staff member shall be fully qualified to undertake the duties and responsibilities of the higher-level post and shall have demonstrated his or her ability to perform the work at this level during a period of not less than three months;

(ii) The post to which the staff member is assigned shall be provided for in the approved establishment table and shall represent a clearly identifiable individual function.

(b) The amount of the special post allowance shall be:

(iii) Approximately equivalent to the salary increase the staff member would have received had he or she been promoted to the higher post; or

(iv) Determined by the Executive Director if the staff member assumes only some

PROPOSED TEXT

UNITED NATIONS

**INTERNATIONAL COCOA
ORGANIZATION**

**INTERNATIONAL COFFEE
ORGANIZATION**

of the duties and responsibilities of the higher post.

(c) Payment of the allowance shall not be retroactive beyond the beginning of the first pay period following three months' service in the higher-level post.

(d) The special post allowance shall not be taken into consideration for the purposes of assessing contributions to the Provident Fund.

3. RECRUITMENT AND APPOINTMENT

Regulation 3.1

Except where expressly provided for in the International Tropical Timber Agreement, ~~20064983~~ (ITTA) or succeeding Agreements, or as might be otherwise determined by the Council, the Executive Director shall appoint the staff. Upon appointment (or notification of promotion) each staff member shall receive a letter of appointment (or notification of promotion) in accordance with the provisions of these Regulations and Rules.

See Rule 4.1 of UN SR (2013)

Regulation IV-1 of ICCO SR (2006)

Regulation 4.1 of ICO SR (2011)

Regulation 3.2

The paramount consideration in the appointment, transfer or promotion of the staff shall be the necessity for securing the highest standards of efficiency, competence and integrity. ~~Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible from among member countries.~~

Regulation 4.2 of UN SR (2013)

Regulation IV-2 of ICCO SR (2006)

Regulation 4.2 of ICO SR (2011)

~~Subject to the provisions of the preceding paragraph~~

Regulation 4.4 of UN SR (2013)

Regulation IV-4 of ICCO SR (2006)

Regulation 4.4 of ICE SR

PROPOSED TEXT	UNITED NATIONS	INTERNATIONAL COCOA ORGANIZATION	INTERNATIONAL COFFEE ORGANIZATION
<p>and without prejudice to the recruitment of fresh talent at all levels, the fullest regard shall be given, in filling vacancies, to the requisite qualifications and experience of persons already in the service of the Organization. Staff members shall have a working knowledge of at least one of the languages of the Organization in addition to their mother tongue.</p>			
<p><u>Regulation 3.3</u></p>			
<p>Staff members shall be granted either permanent<u>continuing, fixed term</u> or temporary appointments under such terms and conditions consistent with these Regulations and Rules as the Executive Director may prescribe.</p>	<p>Regulation 4.5 of UN SR (2013)</p>	<p>Regulation IV-5 of ICCO SR (2006)</p>	<p>Regulation 4.5.1 of ICO SR (2011)</p>
<p><u>Regulation 3.4</u></p>			
<p>Selection of staff members shall be made without distinction as to race, sex or religion. So far as is practicable, selection <u>of staff</u> shall be made on a competitive basis <u>to secure the highest standards of efficiency, competence and integrity based on the following general framework and principles:</u></p>	<p>Regulation 4.3 of UN SR (2013) Also see Rule 4.15 of UN SR (2013)</p>	<p>Regulation IV-3 of ICCO SR (2006)</p>	<p>Regulation 4.3 of ICO SR (2011)</p>
<p><u>(a) The recruitment process identifies and selects staff who demonstrate the highest standards of efficiency, competency and integrity;</u></p>			
<p><u>(b) Selection decisions are transparent and free of bias or discrimination of any kind;</u></p>			
<p><u>(c) Selection is made on a competitive basis for all positions irrespective of category, grade or level. Selection decisions are based on pre-approved minimum requirements and evaluation criteria, and are transparent and well documented;</u></p>			

PROPOSED TEXT

UNITED NATIONS

INTERNATIONAL COCOA
ORGANIZATION

INTERNATIONAL COFFEE
ORGANIZATION

(d) Staff at the Professional level and above are recruited on as wide a geographical basis as possible;

(e) Due consideration is given at the time of selection to the need for achieving gender parity, particularly for positions at the professional level and above;

(f) Full regard is given to the qualifications and experience of persons already in service, without prejudice to the recruitment of new talent;

(g) Due consideration is given to knowledge of at least two working languages, particularly for positions at the professional level and above; and

(h) All vacant posts are advertised, including senior-level posts.

Regulation 3.5

The Executive Director shall prescribe which staff members are eligible for ~~permanent~~continuing appointments. ~~Permanent~~Continuing appointment to the staff of the Organization shall normally be subject to a probationary period of ~~two years~~ six months which may be extended for not more than an additional six months. ~~In exceptional circumstances, the period of probationary service may be reduced or extended for not more than one additional year.~~ At the end of this period the member shall be granted a permanent appointment or be separated from the service.

Regulation 4.5 (d) of UN SR (2013)
+ Rule 13.3 of UN SR (2013)

Regulation 4.5.2 of ICO SR (2011)

Rule 104.8: Permanent appointments of ICO SR (2011)

Regulation 3.6

1. Temporary appointments, having an expiration date

Regulation 4.5 (b) of UN SR

Rule 104.9: Temporary

PROPOSED TEXT

UNITED NATIONS

**INTERNATIONAL COCOA
ORGANIZATION**

**INTERNATIONAL COFFEE
ORGANIZATION**
appointments of ICO SR
(2011)

specified in the letters of appointment, shall be of two types, namely:

- (a) a short-term appointment for a period of less than one year; and
- (b) a fixed-term appointment for a continuous period of one year or more.

2. A temporary appointment shall not carry any expectation of extension or conversion into a ~~continuing~~ permanent appointment and shall expire according to its terms on the date specified in the letter of appointment without notice or indemnity.

3. Notwithstanding the provisions of paragraph 2 above, a temporary appointment may, at the discretion of the Executive Director, be extended for a further period or converted into a ~~permanent~~ continuing appointment.

~~may be granted for a period not exceeding two years. Temporary appointments do not carry any expectancy of renewal or conversion to any other type of appointment.~~

Rule 303: Letters of Appointment

(c) A copy of the International Tropical Timber Agreement, ~~1983~~2006 (ITTA, 2006) or succeeding Agreement and the Staff Regulations and Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment, the staff member shall state in writing that he/she has been made acquainted with and accepts the conditions laid down in the Staff Regulations and Staff Rules.

(2013)

Annex II (b) of UN SR (2013)

4. ANNUAL, HOME AND SPECIAL LEAVE

PROPOSED TEXT

UNITED NATIONS

INTERNATIONAL COCOA
ORGANIZATION

INTERNATIONAL COFFEE
ORGANIZATION

Regulation 4.1

Staff members shall be allowed appropriate annual leave.

Special leave may be authorized by the Executive Director in exceptional cases **if the annual leave entitlement has been exhausted.**

UN Regulation 5.1 and 5.3 of UN SR (2013)

Regulation V-1&2 of ICCO SR (2006)

Regulation 5.1 & 5.2 of ICO SR (2011)

Rule 401: Annual Leave

(g) A member of the staff holding a permanent or fixed-term appointment may, in exceptional circumstances and at the discretion of the Executive Director, be granted advance annual leave up to a maximum of 10 working days provided his/her service is expected to continue for a period beyond that necessary to accrue the leave so advanced.

Same as UN SR (2013) Reg. 5.1

Rule 501: Annual Leave of ICCO SR (2006)

Rule 105.1: Annual leave of ICO SR (2011)

Rule 402: Special Leave

(a) Special leave **shall normally be granted without pay. In exceptional circumstances, special leave with full or partial pay may be granted, with full or partial pay or without pay, may be granted** for advanced study or research in the interest of the Organization, or in cases of extended illness **when all the provisions regarding sick leave have been exhausted,** or for other important reasons for such period as the Executive Director may prescribe. **[NZ]**

Rule 5.3 (a)(i) of UN SR (2013)

Rule 502: Special Leave of ICCO SR (2006)

Rule 105.2: Special leave of ICO SR (2011)

Rule 5.3 (g) of UN SR (2013)

(b) Staff members shall not accrue service credits toward sick, annual, home and maternity leave, salary increment, termination indemnity and repatriation grant during full months of **special leave with full pay,**

PROPOSED TEXT

UNITED NATIONS

**INTERNATIONAL COCOA
ORGANIZATION**

**INTERNATIONAL COFFEE
ORGANIZATION**

partial_pay or without pay. Periods of less than one calendar month of such leave shall not affect the ordinary rates of accrual; nor shall continuity of service be considered broken by periods of special leave.

Rule 404. Special Leave for Family Reasons

(a) In the event of a death of a spouse, mother, father or child, a staff member will be granted three days' special leave with pay, plus necessary travel time when appropriate.

(b) In the event of serious illness or injury of a spouse, mother, father or child, or any exceptional family event requiring the staff member's presence, he or she will be granted special leave with pay for a period of time fixed by the Executive Director.

(c) In the case of marriage of a staff member, the Executive Director is authorized to grant two days' special leave with pay plus necessary travel time when the marriage is taking place outside the duty station.

Rule 405. Unauthorized absence

(a) Unauthorized absence shall render a staff liable to disciplinary action under Rule 801.

(b) Such absence for a period of 15 calendar days or more shall be considered as an abandonment of post and the staff member's service with the Organization shall be deemed to have ceased on the first day of his or her absence.

Rule 504: Special Leave for Family Reasons of ICCO SR (2006)

Rule 505: Unauthorized absence of ICCO SR (2006)

PROPOSED TEXT

UNITED NATIONS

INTERNATIONAL COCOA
ORGANIZATION

INTERNATIONAL COFFEE
ORGANIZATION

5. SOCIAL SECURITY

Regulation 5.2

The Executive Director with the approval of the Council shall establish a scheme of social security for the staff, including provisions for sick leave and maternity leave and shall make arrangements to provide the staff with adequate life, accident and health insurance.

Regulation 6.2 of UN SR (2013)

Regulation VI-2 of ICCO SR (2006)

Regulation 6.2 of ICO SR (2011)

Rule 503: Maternity and Paternity Leave

(b) A female staff member ~~who will have served continuously for one year at the anticipated time of confinement~~ shall be entitled to maternity leave in accordance with the following provisions:

Rule 6.3 of UN SR (2013)

Rule 603: Maternity and Paternity Leave of ICCO SR (2006)

Rule 106.3: Maternity leave of ICO SR (2011)

(c) Subject to conditions established by the Executive Director, a male staff member shall be entitled to paternity leave in accordance with the following provisions:

Rule 6.3 of UN SR (2013)

Rule 504: Life, Accident and Health Insurance

(a) The Organization shall provide staff members with:

Life insurance: + ST/AI/2002/6 (2002), ST/SGB/1997/1 (1997)+ Staff Reg. 6.2 (2013)

Rule 604: Life, Accident and Health Insurance of ICCO SR (2006)

Rule 106.4: Life, accident and health insurance of ICO SR (2011)

(i) A life insurance scheme to cover the staff member's death from any cause whilst in service. The amount of benefit in respect of each life insured shall be three times the staff member's annual pensionable remuneration in

Rule 6.4 see App. D of UN SR (2013)

PROPOSED TEXT

UNITED NATIONS

**INTERNATIONAL COCOA
ORGANIZATION**

**INTERNATIONAL COFFEE
ORGANIZATION**

the case of staff members in the Professional and higher categories and three times the gross salary in the case of those in the General Service category, at the time of death;

(ii) an additional accident insurance scheme to compensate staff members in the event of ~~death, injury or illness~~ attributable to the performance of official duties on behalf of the Organization. The amount of benefit in respect of each person insured shall be twice the staff member's annual pensionable remuneration in the case of staff members in the Professional and higher categories and twice the gross salary in the case of those in the General Service category, at the time of the accident; and

(iii) a health insurance scheme.

(b) The premium for the scheme mentioned under (i) and (ii) above shall be borne by the Organization.

(c) The premium for the scheme mentioned under (iii) above shall be subsidized by the Organization at a percentage proposed by the Executive Director for the approval of the Council.

Rule 605: Authority to Travel

Before travel is undertaken, it shall be authorized in writing by the Executive Director. In exceptional cases, staff members may be authorized to travel on oral orders but such oral authorization shall require written confirmation. A staff member shall be personally responsible for ascertaining that he/she has the proper authorization before commencing travel.

Rule 7.4 of UN SR (2013)

Rule 705: Authority to Travel
of ICCO SR (2006)

Rule 107.6: Travel
expenses of ICO SR
(2011)

PROPOSED TEXT

UNITED NATIONS

**INTERNATIONAL COCOA
ORGANIZATION**

**INTERNATIONAL COFFEE
ORGANIZATION**

Rule 608: Standard of Travel Accommodation

For official travel, travel accommodation shall be provided in accordance with the following general standards:

(a) When the approved travel is by air, it shall normally be by economy class. The Executive Director may authorize business-class air travel if circumstances so require e.g. long-haul flights or non-availability of seats in economy class. Staff members above P-level shall be entitled to business class air travel in accordance with the applicable Administrative Instruction of the United Nations Secretariat. First-class travel is not permitted on flights where business class is offered.

~~For all official travel by air, staff members and their eligible family members shall be provided with economy class accommodation or its equivalent, except the Executive Director and his family members, other than on travel in connection with an education grant under Rule 208, who shall be provided with first class accommodation when the duration of a particular flight exceeds nine hours (by the most direct and economical route), including scheduled stops for such purposes as change of planes or refueling, but excluding travel time to and from airports.~~

Rule 613: Computation of Travel Subsistence Allowance

(b) No allowance shall be paid when a ~~traveler~~traveller returns to his/her official duty station within 10 hours after departure, and 40 per cent of the allowance shall be paid for a journey of 10 hours or more.

See Rule 7.6 of UN SR (2013) and ST/AI/2013/3 (2013)

ST./AI/2013/3 PAGE 4 para (d)

UN SR (2013) Rule 7.7

Rule 709: Standard of Transportation of ICCO SR (2006)

Rule 714: Computation of the Travel Subsistence Allowance of ICCO SR (2006)

Rule 107.9: Standard of accommodation of ICO SR (2011)
ICO: standard of accommodation for the Executive Director shall be first class
Executive Director may allow a higher standard of accommodation than prescribed above, including first class travel

Rule 107.15: Computation of the travel subsistence allowance of ICO SR (2011)

PROPOSED TEXT

UNITED NATIONS

**INTERNATIONAL COCOA
ORGANIZATION**

**INTERNATIONAL COFFEE
ORGANIZATION**

(c) Where travel is by sea, a full day's allowance at the appropriate rate shall be paid for the day of arrival at the port of disembarkation, provided the ~~traveler~~traveller remains in official travel status for more than 12 hours thereafter. No allowance shall be paid for the day on which embarkation takes place.

Rule 614: Miscellaneous Travel Expenses

Necessary additional expenses, incurred by a staff member in connection with the transaction of official business or in the performance of authorized travel, shall be reimbursed by the Organization after completion of travel provided the necessity and nature of the expenses are satisfactorily explained and as far as practicable supported by proper receipts which shall normally be required for any expenditure in excess of US\$~~3040.00~~. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

(i) hire of local transportation other than provided for under Rule 610;

(ii) telephone, telegraph, radio and cable messages of official business;

(iii) transfer of authorized baggage by rail or other appropriate agency;

(iv) hire of room for official use;

(v) stenographic or typing services or rental of typewriters in connection with the preparation of official reports or correspondence; and

Rule 7.11 of UN SR (2013)

Rule 715: Miscellaneous
Travel Expenses of ICCO SR
(2006)

Rule 107.16:
Miscellaneous travel
expenses of ICO SR
(2011)

Rule 7.11 of UN SR (2013)

PROPOSED TEXT

UNITED NATIONS

INTERNATIONAL COCOA
ORGANIZATION

INTERNATIONAL COFFEE
ORGANIZATION

(vi) transportation or storage of baggage or property used on official business.

Rule 616: Excess Baggage and Unaccompanied Shipments

(b) Staff members traveling by air economy class or its equivalent shall be entitled to payment of excess baggage for themselves and their eligible family members to the extent of ~~the difference between the difference between the free baggage allowance by business class and by economy class or its equivalent, except in exceptional circumstances where additional baggage allowance is necessary for the functions of the organizations in which case the difference between the free baggage allowance by first class and by economy class or its equivalent may be authorised~~the free baggage allowance by first class and by economy class or its equivalent [NZ].

See Section 1.1 of ST/AI/2006/5 (2006)

Rule 717: Excess Baggage of ICCO SR (2006)

Rule 107.17: Excess baggage of ICO SR (2011)

(f) Where surface shipment under paragraphs (d) (ii), or (e) is the most economical means of transport, such shipment may be converted to air freight on the basis of one half of the weight or volume of the authorized surface entitlement:

(i) ~~When a staff member elects to convert the whole surface entitlement to air freight; or~~[NZ]

(ii) When, in the opinion of the Executive Director, the conversion to air freight of a portion of the surface entitlement is necessary to meet urgent needs.

(g) ~~When the authorized travel is by air, the staff member may elect to convert the whole surface~~

PROPOSED TEXT

UNITED NATIONS

**INTERNATIONAL COCOA
ORGANIZATION**

**INTERNATIONAL COFFEE
ORGANIZATION**

~~shipment relating to travel on home leave, or education grant under paragraph (d) (i) above, to air freight on the basis of the one-half rule only if necessary to meet urgent needs. No costs for packing, crating, unpacking and uncrating will be paid, but reasonable costs will be paid for cartage of such air freight shipments.[NZ].~~

Rule 619: Removal Costs

(v) the cost of insurance in transit of household goods and effects, excluding any articles of value for which special rates of premium are charged, shall be payable by the Organization up to the maximum allowable by United Nations rules. ~~valuation of US\$ 65,000 if the staff member is accompanied by a member or members of his/her family whose travel is authorized at the expense of the Organization or of US\$ 40,000 if he/she is not so accompanied. The Organization shall in no case be responsible for loss or damage.~~

Rule 7.16 of UN SR (2013)

Rule 720: Removal Costs of
ICCO SR (2006)

Rule 107.19: Removal
costs of ICO SR (2011)

Section 17.3 ST/AI/2006/5
(2006)

Rule 620: Loss of Entitlement to Removal Expenses

(b) A staff member who resigns in order to take up another appointment within the country of the duty station shall not normally be entitled to payment of removal expenses.

See Rule 7.17 of UN SR (2013)

Rule 721: Loss of Entitlement
to Removal Expenses of
ICCO SR (2006)

Rule 107.20: Loss of
entitlement to the
payment of removal
costs of ICO SR (2011)

7. SEPARATION FROM SERVICE

Regulation 7.1

PROPOSED TEXT

(a) The Executive Director shall terminate the appointment of a staff member who holds a ~~permanent~~continuing appointment and whose probationary period has been completed if the necessities of the service require abolition of the post or reduction of the staff, ~~if the service of the individual concerned proves unsatisfactory~~, or, if he/she is, for reasons of health, (subject to Rule 502), incapacitated for further service.

(b) The Executive Director may also, giving his reasons therefore, terminate the appointment of a staff member who holds a ~~permanent~~continuing appointment:

(i) If the conduct of the staff member indicates that the staff member does not meet the highest standards of integrity required by the Organization.

(ii) If facts anterior to the appointment of the staff member and relevant to his suitability come to light which, if they had been known at the time of his appointment, should have precluded his/her appointment.

(iii) If the staff member is found to have seriously misconducted himself/herself.

(c) No termination under subparagraphs (i), (ii) and (iii) shall take place until the matter has been considered and reported on by the Joint Disciplinary Committee established under Rule 801.

~~(d) The Executive Director may terminate the appointment of a staff member who holds a continuing~~permanent appointment if the services of the individual concerned prove unsatisfactory over a

UNITED NATIONS

Regulation 9.3 (a)(i) to (vi) of UN SR (2013)
Also see Rule 9.6 (c) of UN SR (2013)

INTERNATIONAL COCOA ORGANIZATION

Regulation VIII-1 of ICCO SR (2006)

INTERNATIONAL COFFEE ORGANIZATION

Regulation 9.1 of ICO SR (2011)

PROPOSED TEXT	UNITED NATIONS	INTERNATIONAL COCOA ORGANIZATION	INTERNATIONAL COFFEE ORGANIZATION
<p>prolonged period of time. Such a situation is deemed to prevail if:</p>			
<ul style="list-style-type: none"> - the overall rating of the annual appraisal of a staff member is “not satisfactory” during two consecutive years or during three years out of a period of five years; and - the Head of Division of the staff member in question has provided a detailed explanation in writing to the Executive Director of the reasons for the said ratings to which the staff member is entitled to add his or her comments and observations; and - the Executive Director and the Heads of Divisions are unanimous in upholding all the “not satisfactory” ratings. 			
<p><u>Regulation 7.2</u></p>			
<p>In the case of all other staff members, including staff members serving a probationary period for a continuing permanent appointment, the Executive Director may at any time terminate the appointment, if, in his opinion, such action would be in the interest of the Organization.</p>	<p>Rule 13.3 (d) of UN SR (2013)</p>	<p>Regulation VIII-2 of ICCO SR (2006)</p>	<p>Regulation 9.2 of ICO SR (2011)</p>
<p><u>Regulation 7.4</u></p>			
<p>(a) Staff members shall normally not be retained in the service of the Organization beyond the age of 65 years and are expected to retire at that age. Earlier retirement consistent with the rules of the Provident Fund may be agreed between the Organization and the staff member.</p>	<p>See Regulation 9.2 of UN SR (2013)</p>	<p>Regulation VII-4 of ICCO SR (2006)</p>	<p>Regulation 9.4 of ICO SR (2011)</p>

PROPOSED TEXT	UNITED NATIONS	INTERNATIONAL COCOA ORGANIZATION	INTERNATIONAL COFFEE ORGANIZATION
<p>(b) The Executive Director may recommend to the Council the retention of a member of the staff aged 65 or over if this would be in the interest of the Organization.</p>	<p>See Regulation 9.2 of UN SR (2013)</p>	<p>Rule 801: Definition of Termination of ICCO SR (2006)</p>	<p>Rule 109.1: Definition of termination of ICO SR (2011)</p>
<p>(c) The normal age of retirement shall not debar the Executive Director from appointing to the staff, for a fixed term, a person whose age would exceed the normal retirement age during the course of his/her appointment.</p>			
<p><u>Rule 701: Definition of Termination</u></p>	<p>Rule 9.6 of UN SR (2013)</p>	<p>Rule 801: Definition of Termination of ICCO SR (2006)</p>	<p>Rule 109.1: Definition of termination of ICO SR (2011)</p>
<p>A termination within the meaning of these Regulations is a separation from service initiated by the Executive Director, other than retirement at the age of 65 years or more or summary dismissal for serious misconduct.</p>	<p>Rule 9.6 of UN SR (2013)</p>	<p>Rule 801: Definition of Termination of ICCO SR (2006)</p>	<p>Rule 109.1: Definition of termination of ICO SR (2011)</p>
<p><u>Rule 703: Resignations</u></p>	<p>Rule 9.2 of UN SR (2013)</p>	<p>Rule 802: Resignation of ICCO SR (2006)</p>	<p>Rule 109.2: Resignation of ICO SR (2011)</p>
<p>(c) The Executive Director may require the resignation to be submitted in person in order to be acceptable.[NZ]</p>	<p>Rule 9.2 of UN SR (2013)</p>	<p>Rule 802: Resignation of ICCO SR (2006)</p>	<p>Rule 109.2: Resignation of ICO SR (2011)</p>
<p><u>Rule 707: Repatriation Grant</u></p>	<p>Rule 3.19 (c) of UN SR (2013)</p>	<p>Rule 807: Repatriation Grant of ICCO SR (2006)</p>	
<p>(c) Payment of repatriation grant shall be subject to the following conditions and definitions:</p>	<p>Rule 3.19 (c) of UN SR (2013)</p>	<p>Rule 807: Repatriation Grant of ICCO SR (2006)</p>	
<p>(vii) Where both husband and wife are staff members and each is entitled, on separation, to payment of a repatriation grant, payment shall be made to each, at single rates, according to their respective entitlements, provided that, where dependent children are recognized, the first parent to be separated may claim payment at dependency rates. In this event the second</p>			

PROPOSED TEXT

UNITED NATIONS

**INTERNATIONAL COCOA
ORGANIZATION**

**INTERNATIONAL COFFEE
ORGANIZATION**

parent, on separation, may claim payment at the single rate for the period of qualifying service subsequent thereto, or, if eligible, at the dependency rate for the whole period of his or her qualifying service, from which shall normally be deducted the amount of the repatriation grant paid to the first parent.

Rule 708: Termination Indemnity

(c) No termination indemnity shall be payable to:

UN Rule 9.8 of UN SR (2013)

Rule 808: Termination
Indemnity of ICCO SR (2006)

Rule 109.6: Termination
indemnity of ICO SR
(2011)

(i) a staff member who resigns;

(ii) a staff member holding a temporary appointment;

(iii) a staff member whose appointment is terminated for unsatisfactory services or who, for disciplinary reasons, is dismissed for misconduct or who is summarily dismissed;

(iv) a staff member who abandons his or her post;

(v) a staff member who is retired under the rules of the Provident Fund;

(vi) a staff member who receives compensation for permanent total disability under the accident insurance scheme established under Rule 504 of these Rules; and

(vii) a staff member who has reached the end of his term of appointment.

PROPOSED TEXT

UNITED NATIONS

INTERNATIONAL COCOA
ORGANIZATION

INTERNATIONAL COFFEE
ORGANIZATION

8. DISCIPLINARY MEASURES

Regulation 8.1

Chapter X of UN SR (2013)

Regulation IX-1 of ICCO SR
(2006)

Regulation 10.1 of ICO
SR (2011)

Failure by a staff member to comply with his or her obligations under the Staff Regulations and Rules of the Organization or to observe the standards of conduct expected of an international civil servant may amount to misconduct and may lead to the institutions of a disciplinary process and the imposition of disciplinary measures for misconduct. The Executive Director may impose disciplinary measures on staff members whose conduct is unsatisfactory. He may dismiss a member of staff for serious misconduct, after having requested and received advice from the Joint Disciplinary Committee. After having requested and received advice from the Joint Disciplinary Committee, the Executive Director, may terminate the appointment of a member of the staff for:

~~(iii)~~(ii) serious misconduct; or

(ii) if the staff member does not meet the highest standards of integrity required by the Organization; or

(iii) If facts anterior to the appointment of the staff member and relevant to his suitability come to light which, if they had been known at the time of his appointment, should have precluded his/her appointment.

-.[NZ]

Rule 802: Disciplinary Measures

(a) Disciplinary measures shall consist of written censure, deferment or withholding of within-grade salary increment, suspension without pay for a specified period, demotion or dismissal for misconduct. Suspension pending investigation shall

See Chapter X of UN SR
(2013)
Rule 10.2 of UN SR (2013)

Rule 902: Disciplinary
Measures of ICCO SR (2006)

Rule 110.3: Disciplinary
measures of ICO SR
(2011)

PROPOSED TEXT

UNITED NATIONS

**INTERNATIONAL COCOA
ORGANIZATION**

**INTERNATIONAL COFFEE
ORGANIZATION**

not be considered a disciplinary measure.

(b) Written censure shall be authorized by the Executive Director and shall be distinguished from reprimand of a staff member by a supervisory official. Such reprimand shall not be deemed to be a disciplinary measure within the meaning of this rule.

Annex III

Financial Implications of the Proposed Revisions

PROPOSED TEXT

FINANCIAL IMPLICATION

1. DUTIES AND RESPONSIBILITIES

Regulation 1.2

In the performance of their duties staff members shall neither seek nor accept instructions from any government or from any other source external to the Organization.

No financial implication

Regulation 1.4

Staff members are subject to the authority of the Executive Director and to assignment by him/her to any of the activities or offices of the Organization. They are responsible to him/her in the exercise of their functions. The whole time of staff members shall be at the disposal of the Executive Director. The Executive Director shall establish a normal working week.

No financial implication

Rule 102: Official Holidays

(a) Official holidays shall be: New Year's Day, Good Friday, Easter Monday, Christmas Day, Eid-al-Fitr, Eid-al-Adha and any other public holiday declared by the Government of the host country. This list of days may be amended by the Executive Director, depending on the location of the Headquarters of the Organization, with the proviso that there should be at least nine official holidays per year.

No financial implication

(b) When a holiday falls on a Saturday and/or Sunday, the following Monday and/or Tuesday will be observed as a holiday in lieu thereof.

No financial implication

Rule 103: Outside Activities and Interests

(a) Staff members shall not engage in any outside occupation or employment without the prior approval of the Executive Director.

No financial implication

2. CLASSIFICATION OF STAFF, SALARIES AND RELATED ALLOWANCES

Regulation 2.8

(b) Staff members in the General Service category shall be entitled to receive dependency allowances at the rates applicable to the United Nations staff in the host country and approved by the Council for the following:

Paid since inception of ITTO. No financial implication as this proviso is introduced to regularize the current practice and remove ambiguity in the existing ITTO Staff Regulations and Rules and make it explicit (Refer ITTO 2014 Budget, Item A6, p1 of CFA[XXVIII]/2 Rev.3)

(vi)(v) _____ a dependent spouse;

PROPOSED TEXT

FINANCIAL IMPLICATION

~~(viii)~~(vi) each dependent child of a married, single, widowed or divorced staff member;

~~(viii)~~(vii) where there is no dependent spouse or dependent child, a single annual allowance for either a dependent parent, dependent brother or dependent sister.

Regulation 2.9

Claims for dependency allowances shall be submitted annually in writing and supported by evidence satisfactory to the Executive Director. Staff members shall be responsible for reporting immediately to the Executive Director any change which affects the payment of the allowances during the year.

No financial implication as this is a procedural matter

A staff member who has not been receiving an allowance, grant or other payment to which he or she is entitled shall not receive retroactively such allowance, grant or payment unless the staff member has made written claim:

(i) In the case of the cancellation or modification of the staff rule governing eligibility, within three months following the date of such cancellation or modification;

(ii) In every other case, within one year following the date on which the staff member would have been entitled to the initial payment.”

Regulation 2.10

A staff member who is internationally recruited and who is outside his/her home country shall be entitled to an education grant for his/her children and a staff member of any categories, regardless of whether or not they are serving in their home country, with disabled children shall be entitled to a special education grant for such children. These grants shall be in accordance with the prevailing United Nations schedule for such grants.

No financial implication currently. Amendment introduced to align with UN rules.

Rule 201: Definition of Dependency

(c) For the purpose of the dependency allowance a child shall be recognized as dependent when the staff member provides continuing support and submits a claim certifying this; provided that, where divorce has occurred and the child does not reside with the staff member, or if the child is married, dependency allowance will be payable only where the staff member submits satisfactory documentary evidence that he has assumed responsibility for the main and continuing support of the child.

No financial implication

The allowance shall be reduced by the amount of any dependency allowance received from other sources in respect of the same child by the staff member or his spouse.

PROPOSED TEXT

FINANCIAL IMPLICATION

(d) A dependent parent, dependent brother or dependent sister shall be a parent, unmarried brother or unmarried sister of whose financial support the staff member provides one half or more, and in any case at least twice the amount of the dependency allowance; provided that the brother or sister is under the age of 18 years, or, if in full-time attendance at a school or university, or similar educational institution, under the age of 21 years. If the brother or sister is totally and permanently disabled the requirements as to school attendance and age shall be waived.

No financial implication

No allowance for a secondary dependant shall be paid to a staff member with a dependent spouse.

Rule 202: Salary Increments

(c) An increment which has been deferred or withheld shall, at the expiring 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.

No financial implication currently. Amendment introduced to align with UN rules.

(d) Where an increment has been withheld, one increment shall be payable at the normal incremental date following the period for which it has been withheld.

No financial implication currently. Amendment introduced to align with UN rules.

Rule 203: Salary Policy in Promotions

Staff Members receiving promotions shall be paid in accordance with the following provisions:

(ii) If promotion is effective in the month in which an increment at the lower grade is due, such increment will be included in the salary at the lower grade, to which two increments will then be added to determine the staff member's salary on promotion in accordance with paragraph (i) above.

No financial implication currently. Amendment introduced to align with UN rules.

(iii) The date of the first salary increment at the higher grade shall be the anniversary date of promotion except that, in the case of those increments that require two years of satisfactory service, the first increment at the higher grade will become due two years from the date of promotion.

No financial implication currently. Amendment introduced to align with UN rules.

(iv) On promotion from the General Service category to the Professional category and in order to determine in accordance with paragraph (i) above the step that should be granted within the grade to which the staff member is promoted, the following emoluments shall also be taken into account:

No financial implication currently. Amendment introduced to align with UN rules.

(a) the net amount of any pensionable allowance that the staff member received at the lower grade; and

(b) the post adjustment corresponding to the net base salary at the single rate for the grade and

PROPOSED TEXT

FINANCIAL IMPLICATION

step in the Professional category which the staff member is promoted.

No financial implication currently. Amendment introduced to align with UN rules.

(v) Where the promotion of a staff member from the General Service category to the Professional category would result in a reduction of his or her pensionable remuneration, the staff member may retain the level of pensionable remuneration reached immediately prior to promotion until it is surpassed as a result of the staff member's advancement in the level of further promotion.

Rule 204: Overtime and Compensatory Time Off

(b) Compensation for overtime work shall be computed to the nearest half-hour. Less than half an hour on any day during the scheduled work week shall not be considered. A member of the staff who is required to report for overtime work on Saturday or Sunday or on an official holiday shall receive not less than four hours of overtime compensation.

No financial implication

(d) Immediately following a period of intensive overtime work and should the exigencies of the service permit, occasional compensatory time-off may be granted by the Executive Director to staff members not entitled to overtime compensation.

Rule 206: Language Allowance

(a) A staff member in the general service category shall be paid a language allowance in accordance with prevailing United Nations' rules and rates if he/she passes a test, prescribed for this purpose, in any language of the Organization other than the language or the languages in which he/she is required to be proficient by the terms of his/her appointment. No staff member shall be paid a language allowance for more than two official languages of the Organization. Further tests at intervals of not less than 2 years will be required in order to demonstrate their continued proficiency.

No financial implication. 5 years reduced to 2.

Rule 208: Education Grant

(a) For the purpose of this rule:

(iv) "cost of attendance" includes charges for enrolment, registration, prescribed text books, courses, examinations, diplomas and, if justified by local conditions, for mid-day meals provided by the school, and for daily group transportation provided by the school or organized on a school-wide basis.

No financial implication currently. Amendment introduced to align with UN rules.

(h) A special education grant for disabled children shall be available to staff members of all categories,

PROPOSED TEXT

FINANCIAL IMPLICATION

regardless of whether they are serving in their home country, provided that they have appointments of one year or longer or have completed one year of continuous service. The amount of the grant shall be in conformity with the prevailing rules and scales of the United Nations.

(i) Educational expenses reimbursable under the special education grant shall comprise the expenses incurred to provide an educational programme designed to meet the needs of the disabled child in order that he or she may obtain the highest possible level of functional ability. Expenses for special equipment required for the rehabilitation of disabled child may be reimbursed, if not otherwise covered under health insurance, up to the maximum United Nations rate;

No financial implication currently. Amendment introduced to align with UN rules.

(ii) the grant shall be computed on the basis of the calendar year, if the child is unable to attend a normal educational institution, or non the basis of the school year, if the child is in full-time attendance at a normal educational institution while receiving special teaching or training. The grant shall be payable in respect of any disabled child from the date on which the special teaching or training is required up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of 25 years. At the discretion of the Executive Director, the lower age-limit for payment of the grant may be waived; in exceptional circumstances, the Executive Director may increase the upper age-limit to 28;

No financial implication currently. Amendment introduced to align with UN rules.

(iii) where the period of service does not cover the full school year or calendar year, the amount of the grant shall be that proportion of the annual grant which the period of service bears to the full school or calendar year;

No financial implication currently. Amendment introduced to align with UN rules.

(iv) Claims for the grant shall be submitted annually in writing and supported by medical evidence satisfactory to the Executive Director regarding the child's disability. The staff member shall also be required to provide evidence that he or she has exhausted all other sources of benefits that may be available for the education and training of the child. The amount of educational expenses used as the basis for the calculation of the special education grant shall be reduced by the amount of any benefits so received or receivable by the staff member.

No financial implication currently. Amendment introduced to align with UN rules.

~~(ix)~~(viii) In circumstances where a staff member has to place a disabled child in an educational institution away from the duty station, expenses relating to special education grant travel may be reimbursed up to the cost of two trips per year between the educational

No financial implication currently. Amendment introduced to align with UN rules.

PROPOSED TEXT

FINANCIAL IMPLICATION

institution and the duty station. In very exceptional circumstances and at the discretion of the Executive Director, travel expenses may also be reimbursed for the person accompanying a disabled child. Transportation costs up to twice the reimbursement made for normal group transportation arrangements may be reimbursed for local transportation required for disabled children.

Rule 210. Salary Advance

(a) A request for a salary advance shall be considered in the light of any advance previously granted to the applicant, the extent of his/her indebtedness to the Organization and other relevant factors.

No financial implication as advance is recovered from the staff member.

(b) The amount of an advance shall not exceed one month's net salary, exclusive of post adjustment where applicable.

No financial implication as advance is recovered from the staff member.

(c) A salary advance shall be expressed in the currency in which the salary is expressed. Where conversion from one currency into another is necessary for the payment or recovery of an advance, such conversion shall be effected at the accounting rate of exchange adopted by the Organization and in force at the date or dates of payment or recovery respectively.

No financial implication as this is a procedural matter

(d) A salary advance shall be recovered either by deduction from the following month's pay or by monthly deductions over a period not exceeding six months.

No financial implication as this is a procedural matter

Rule 211. Special Post Allowance

(a) Any staff member shall be expected, as a normal part of his or her functions and without special designation, extra compensation or title, to assume for short periods (such as during the absence of another staff member on leave or when a position is temporarily vacant) the duties and responsibilities of a higher-level post. If, however, a staff member should be required to assume such higher duties and responsibilities for substantial periods of time, the Executive Director may authorize payment to that staff member of a special post allowance. A period of three months or more shall be considered a substantial period of time. The Executive Director may also designate that staff member to assume the title of the one who is absent. In either case,

No financial implication as budgetary provision will cover the approved establishment table.

(i) the staff member shall be fully qualified to undertake the duties and responsibilities of the

PROPOSED TEXT

FINANCIAL IMPLICATION

higher-level post and shall have demonstrated his or her ability to perform the work at this level during a period of not less than three months;

(ii) The post to which the staff member is assigned shall be provided for in the approved establishment table and shall represent a clearly identifiable individual function.

(b) The amount of the special post allowance shall be:

(v) Approximately equivalent to the salary increase the staff member would have received had he or she been promoted to the higher post; or

(vi) Determined by the Executive Director if the staff member assumes only some of the duties and responsibilities of the higher post.

(c) Payment of the allowance shall not be retroactive beyond the beginning of the first pay period following three months' service in the higher-level post.

(d) The special post allowance shall not be taken into consideration for the purposes of assessing contributions to the Provident Fund.

No financial implication as this is a procedural matter

No financial implication as this is a procedural matter

No financial implication as this is a procedural matter

3. RECRUITMENT AND APPOINTMENT

Regulation 3.1

Except where expressly provided for in the International Tropical Timber Agreement, 2006 (ITTA) or succeeding Agreements, or as might be otherwise determined by the Council, the Executive Director shall appoint the staff. Upon appointment (or notification of promotion) each staff member shall receive a letter of appointment (or notification of promotion) in accordance with the provisions of these Regulations and Rules.

No financial implication

Regulation 3.2

The paramount consideration in the appointment, transfer or promotion of the staff shall be the necessity for securing the highest standards of efficiency, competence and integrity.

No financial implication as this is a procedural matter

Regulation 3.3

Staff members shall be granted either continuing, fixed term or temporary appointments under such terms and conditions consistent with these Regulations and Rules as the Executive Director may prescribe.

No financial implication as this is a procedural matter

PROPOSED TEXT

FINANCIAL IMPLICATION

Regulation 3.4

So far as is practicable, selection of staff shall be made on a competitive basis to secure the highest standards of efficiency, competence and integrity based on the following general framework and principles:

No financial implication as this is a procedural matter

(a) The recruitment process identifies and selects staff who demonstrate the highest standards of efficiency, competency and integrity;

(b) Selection decisions are transparent and free of bias or discrimination of any kind;

(c) Selection is made on a competitive basis for all positions irrespective of category, grade or level. Selection decisions are based on pre-approved minimum requirements and evaluation criteria, and are transparent and well documented;

(d) Staff at the Professional level and above are recruited on as wide a geographical basis as possible;

(e) Due consideration is given at the time of selection to the need for achieving gender parity, particularly for positions at the professional level and above;

(f) Full regard is given to the qualifications and experience of persons already in service, without prejudice to the recruitment of new talent;

(g) Due consideration is given to knowledge of at least two working languages, particularly for positions at the professional level and above; and

(h) All vacant posts are advertised, including senior-level posts.

Regulation 3.5

The Executive Director shall prescribe which staff members are eligible for continuing appointments. Continuing appointment to the staff of the Organization shall normally be subject to a probationary period of six months which may be extended for not more than an additional six months. At the end of this period the member shall be granted a permanent appointment or be separated from the service.

No financial implication as this is a procedural matter

Regulation 3.6

1. Temporary appointments, having an expiration date specified in the letters of appointment, shall be of two types, namely:

No financial implication as this is a procedural matter

(a) a short-term appointment for a period of less than

PROPOSED TEXT

FINANCIAL IMPLICATION

one year; and
(b) a fixed-term appointment for a continuous period of one year or more.

2. A temporary appointment shall not carry any expectation of extension or conversion into a continuing appointment and shall expire according to its terms on the date specified in the letter of appointment without notice or indemnity.

3. Notwithstanding the provisions of paragraph 2 above, a temporary appointment may, at the discretion of the Executive Director, be extended for a further period or converted into a continuing appointment.

Rule 303: Letters of Appointment

(c) A copy of the International Tropical Timber Agreement, 2006 (ITTA, 2006) or succeeding Agreement and the Staff Regulations and Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment, the staff member shall state in writing that he/she has been made acquainted with and accepts the conditions laid down in the Staff Regulations and Staff Rules.

No financial implication

4. ANNUAL, HOME AND SPECIAL LEAVE

Regulation 4.1

Staff members shall be allowed appropriate annual leave.

Special leave may be authorized by the Executive Director in exceptional cases if the annual leave entitlement has been exhausted.

No financial implication currently. Amendment introduced to align with UN rules.

Rule 401: Annual Leave

(g) A member of the staff holding a permanent or fixed-term appointment may, in exceptional circumstances and at the discretion of the Executive Director, be granted advance annual leave up to a maximum of 10 working days provided his/her service is expected to continue for a period beyond that necessary to accrue the leave so advanced.

No financial implication as this is a procedural matter

Rule 402: Special Leave

(a) Special leave shall normally be granted without pay. In exceptional circumstances, special leave with full or partial pay may be granted for advanced study or research in the interest of the Organization, or in cases of extended illness when all the provisions regarding sick leave have been exhausted, or for other important reasons for such period as the

No financial implications. Budgetary provisions already contained in Staff establishment.

PROPOSED TEXT

FINANCIAL IMPLICATION

Executive Director may prescribe.

(b) Staff members shall not accrue service credits toward sick, annual, home and maternity leave, salary increment, termination indemnity and repatriation grant during full months of special leave with full pay, partial pay or without pay. Periods of less than one calendar month of such leave shall not affect the ordinary rates of accrual; nor shall continuity of service be considered broken by periods of special leave.

No financial implication. Budgetary provisions already contained in staff establishment.

Rule 404. Special Leave for Family Reasons

(a) In the event of a death of a spouse, mother, father or child, a staff member will be granted three days' special leave with pay, plus necessary travel time when appropriate.

No financial implication as this is a procedural matter. Budgetary provisions fully covered in staff establishment table.

(b) In the event of serious illness or injury of a spouse, mother, father or child, or any exceptional family event requiring the staff member's presence, he or she will be granted special leave with pay for a period of time fixed by the Executive Director.

No financial implication as this is a procedural matter. Budgetary provisions fully covered in staff establishment table.

(c) In the case of marriage of a staff member, the Executive Director is authorized to grant two days' special leave with pay plus necessary travel time when the marriage is taking place outside the duty station.

No financial implication as this is a procedural matter. Budgetary provisions fully covered in staff establishment table.

Rule 405. Unauthorized absence

(a) Unauthorized absence shall render a staff liable to disciplinary action under Rule 801.

No financial implication as this is a procedural matter

(b) Such absence for a period of 15 calendar days or more shall be considered as an abandonment of post and the staff member's service with the Organization shall be deemed to have ceased on the first day of his or her absence.

No financial implication as this is a procedural matter

5. SOCIAL SECURITY

Regulation 5.2

The Executive Director with the approval of the Council shall establish a scheme of social security for the staff, including provisions for sick leave and maternity leave and shall make arrangements to provide the staff with adequate life, accident and health insurance.

No financial implication as we are currently providing life insurance cover to the staff members and is budgeted (refer item D2 of 2014 ITTO budget. See page1 of CFA[XXVIII]/2Rev.3).

Rule 503: Maternity and Paternity Leave

(d) A female staff member shall be entitled to

No financial implication currently. Amendment

PROPOSED TEXT

FINANCIAL IMPLICATION

maternity leave in accordance with the following provisions:

introduced to align with UN rules.

(e) Subject to conditions established by the Executive Director, a male staff member shall be entitled to paternity leave in accordance with the following provisions:

No financial implication currently. Amendment introduced to align with UN rules.

Rule 504: Life, Accident and Health Insurance

(a) The Organization shall provide staff members with:

(i) A life insurance scheme to cover the staff member's death from any cause whilst in service. The amount of benefit in respect of each life insured shall be three times the staff member's annual pensionable remuneration in the case of staff members in the Professional and higher categories and three times the gross salary in the case of those in the General Service category, at the time of death;

No financial implication as we are currently providing life insurance cover to the staff members and is budgeted (refer item D2 of 2014 ITTO budget. See page1 of CFA[XXVIII]/2Rev.3). The amendment is introduced to regularize the current practice and remove any ambiguity in the future.

(ii) an additional accident insurance scheme to compensate staff members in the event of injury attributable to the performance of official duties on behalf of the Organization. The amount of benefit in respect of each person insured shall be twice the staff member's annual pensionable remuneration in the case of staff members in the Professional and higher categories and twice the gross salary in the case of those in the General Service category, at the time of the accident; and

Slight financial implication as we are currently providing life insurance which covers accident in case of permanent disability during travel (Refer item D2 of 2014 ITTO budget. See page1 of CFA[XXVIII]/2Rev.3).

Rule 608: Standard of Travel Accommodation

For official travel, travel accommodation shall be provided in accordance with the following general standards:

(a) When the approved travel is by air, it shall normally be by economy class. The Executive Director may authorize business-class air travel if circumstances so require e.g. long-haul flights or non-availability of seats in economy class. Staff members above P-level shall be entitled to business class air travel in accordance with the applicable Administrative Instruction of the United Nations Secretariat. First-class travel is not permitted on flights where business class is offered.

No financial implication

Rule 613: Computation of Travel Subsistence Allowance

(b) No allowance shall be paid when a traveller returns to his/her official duty station within 10 hours after departure, and 40 per cent of the allowance

No financial implication as this is a procedural matter

PROPOSED TEXT

FINANCIAL IMPLICATION

shall be paid for a journey of 10 hours or more.

(c) Where travel is by sea, a full day's allowance at the appropriate rate shall be paid for the day of arrival at the port of disembarkation, provided the traveller remains in official travel status for more than 12 hours thereafter. No allowance shall be paid for the day on which embarkation takes place.

No financial implication as this is a procedural matter

Rule 614: Miscellaneous Travel Expenses

Necessary additional expenses, incurred by a staff member in connection with the transaction of official business or in the performance of authorized travel, shall be reimbursed by the Organization after completion of travel provided the necessity and nature of the expenses are satisfactorily explained and as far as practicable supported by proper receipts which shall normally be required for any expenditure in excess of US\$30.00. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

No financial implication as this is a procedural matter.

Rule 616: Excess Baggage and Unaccompanied Shipments

(b) Staff members traveling by air economy class or its equivalent shall be entitled to payment of excess baggage for themselves and their eligible family members to the extent of the difference between the free baggage allowance by business class and by economy class or its equivalent, except in exceptional circumstances where additional baggage allowance is necessary for the functions of the organizations in which case the difference between the free baggage allowance by first class and by economy class or its equivalent may be authorised.

No financial implication as this is a procedural matter

(f) Where surface shipment under paragraphs (d) (ii), or (e) is the most economical means of transport, such shipment may be converted to air freight on the basis of one half of the weight or volume of the authorized surface entitlement:

No financial implication as this is a procedural matter

(i) When, in the opinion of the Executive Director, the conversion to air freight of a portion of the surface entitlement is necessary to meet urgent needs.

No financial implication as this is a procedural matter

Rule 619: Removal Costs

(v) the cost of insurance in transit of household goods and effects, excluding any articles of

No financial implication. Amendment introduced to align with UN rules.

PROPOSED TEXT

FINANCIAL IMPLICATION

value for which special rates of premium are charged, shall be payable by the Organization up to the maximum allowable by United Nations rules.

Rule 620: Loss of Entitlement to Removal Expenses

(b) A staff member who resigns in order to take up another appointment within the country of the duty station shall not normally be entitled to payment of removal expenses.

No financial implication as this is a procedural matter

7. SEPARATION FROM SERVICE

Regulation 7.1

(a) The Executive Director shall terminate the appointment of a staff member who holds a continuing appointment and whose probationary period has been completed if the necessities of the service require abolition of the post or reduction of the staff, or, if he/she is, for reasons of health, (subject to Rule 502), incapacitated for further service.

No financial implication as this is a procedural matter

(b) The Executive Director may also, giving his reasons therefore, terminate the appointment of a staff member who holds a continuing appointment:

No financial implication as this is a procedural matter

(i) If the conduct of the staff member indicates that the staff member does not meet the highest standards of integrity required by the Organization.

(ii) If facts anterior to the appointment of the staff member and relevant to his suitability come to light which, if they had been known at the time of his appointment, should have precluded his/her appointment.

(iii) If the staff member is found to have seriously misconducted himself/herself.

(c) No termination under subparagraphs (i), (ii) and (iii) shall take place until the matter has been considered and reported on by the Joint Disciplinary Committee established under Rule 801.

No financial implication as this is a procedural matter

(d) The Executive Director may terminate the appointment of a staff member who holds a continuing appointment if the services of the individual concerned prove unsatisfactory over a prolonged period of time. Such a situation is deemed to prevail if:

No financial implication as this is a procedural matter

- the overall rating of the annual appraisal of a staff member is "not satisfactory" during two consecutive years or during three years out of a period of five years; and

PROPOSED TEXT

FINANCIAL IMPLICATION

- the Head of Division of the staff member in question has provided a detailed explanation in writing to the Executive Director of the reasons for the said ratings to which the staff member is entitled to add his or her comments and observations; and
- the Executive Director and the Heads of Divisions are unanimous in upholding all the "not satisfactory" ratings.

Regulation 7.2

In the case of all other staff members, including staff members serving a probationary period for a continuing appointment, the Executive Director may at any time terminate the appointment, if, in his opinion, such action would be in the interest of the Organization.

No financial implication as this is a procedural matter

Regulation 7.4

(a) Staff members shall normally not be retained in the service of the Organization beyond the age of 65 years and are expected to retire at that age. Earlier retirement consistent with the rules of the Provident Fund may be agreed between the Organization and the staff member.

No financial implication currently. Amendment introduced to align with proposed UN rules.

(b) The Executive Director may recommend to the Council the retention of a member of the staff aged 65 or over if this would be in the interest of the Organization.

No financial implication as this is a procedural matter

Rule 701: Definition of Termination

A termination within the meaning of these Regulations is a separation from service initiated by the Executive Director, other than retirement at the age of 65 years or more or summary dismissal for serious misconduct.

No financial implication currently. Amendment introduced to align with proposed UN rules.

Rule 703: Resignations

(c)

No financial implication as this is a procedural matter

Rule 707: Repatriation Grant

(c) Payment of repatriation grant shall be subject to the following conditions and definitions:

No financial implication

(vii) Where both husband and wife are staff members and each is entitled, on separation, to payment of a repatriation grant, payment shall be made to each, at single rates, according to

PROPOSED TEXT

FINANCIAL IMPLICATION

their respective entitlements, provided that, where dependent children are recognized, the first parent to be separated may claim payment at dependency rates. In this event the second parent, on separation, may claim payment at the single rate for the period of qualifying service subsequent thereto, or, if eligible, at the dependency rate for the whole period of his or her qualifying service, from which shall normally be deducted the amount of the repatriation grant paid to the first parent.

Rule 708: Termination Indemnity

(c) No termination indemnity shall be payable to:

No financial implication as this is a procedural matter

- (i) a staff member who resigns;
- (ii) a staff member holding a temporary appointment;
- (iii) a staff member whose appointment is terminated for unsatisfactory services or who, for disciplinary reasons, is dismissed for misconduct or who is summarily dismissed;
- (iv) a staff member who abandons his or her post;
- (v) a staff member who is retired under the rules of the Provident Fund;
- (vi) a staff member who receives compensation for permanent total disability under the accident insurance scheme established under Rule 504 of these Rules; and
- (vii) a staff member who has reached the end of his term of appointment.

8. DISCIPLINARY MEASURES

Regulation 8.1

Failure by a staff member to comply with his or her obligations under the Staff Regulations and Rules of the Organization or to observe the standards of conduct expected of an international civil servant may amount to misconduct and may lead to the institution of a disciplinary process and the imposition of disciplinary measures for misconduct. . After having requested and received advice from the Joint Disciplinary Committee, the Executive Director, may terminate the appointment of a member of the staff for:

No financial implication as this is a procedural matter

- ~~(iv)~~(iii) _____ serious misconduct; or
- (ii) if the staff member does not meet the highest standards of integrity required by the Organization; or

PROPOSED TEXT

FINANCIAL IMPLICATION

(iii) If facts anterior to the appointment of the staff member and relevant to his suitability come to light which, if they had been known at the time of his appointment, should have precluded his/her appointment.

Rule 802: Disciplinary Measures

(a) Disciplinary measures shall consist of written censure, deferment or withholding of within-grade salary increment, suspension without pay for a specified period, demotion or dismissal for misconduct. Suspension pending investigation shall not be considered a disciplinary measure.

No financial implication as this is a procedural matter

(b) Written censure shall be authorized by the Executive Director and shall be distinguished from reprimand of a staff member by a supervisory official. Such reprimand shall not be deemed to be a disciplinary measure within the meaning of this rule.

No financial implication as this is a procedural matter

Annex IV

Comments Received from Member Countries

- 1. EU and Its Member States**
- 2. Japan**
- 3. New Zealand**



SUBMISSION ON BEHALF OF THE EU AND ITS MEMBER STATES

Subject: Ref: L. 14-0186 - "Staff Regulations and Rules of the International Tropical Timber Organization"

The European Union (EU) and its Member States would like to thank the ITTO secretariat for the letter Ref. L. 14-0186 of 4 June 2014 inviting ITTO members to provide their comments on the proposed amended Staff Regulations and Rules.

The EU and its Member States attach a high importance to the ongoing process of modernization of the organization with the aim to achieve great efficiency and cost-effectiveness, including the recent restructuring of the secretariat, as well as the revision of its working methods and procedures. In this context we would like to thank the Executive Director for circulating a proposal for the amendment of the ITTO's Staff Regulations and Rules in line with the recommendation made by the Committee on Finance and Administration at its last meeting.

Given the importance of the matter, we look forward to an in-depth discussion on this subject amongst members of the organization during the upcoming meeting of the Council in November 2014. Nonetheless, without going, at this stage, into details of the current regulations and rules, and/or the proposed amendments, we would like to make the following general remarks to be taken into due consideration by the ITTO secretariat in finalizing its proposal for amendment of the staff regulations and rules that will be officially submitted to the Council for its consideration at its 50th session.

As a general comment, we would like to acknowledge the effort by the Secretariat to create a table that can allow a clear presentation of the current ITTO's rules and regulations, and proposed amendments vis-à-vis UN rules and staff rules and regulations of international commodity bodies such as the International Cocoa Organization (ICCO) and the International Coffee Organization. We believe that the adopted approach is useful. However, on the substance we would like to point out that for instance ICCO's rules and regulations, from which many of the ED's proposed amendments originate, are themselves also currently under a revision process, hence they may not represent the most appropriate reference at this point in time.

We also note that the current rules and regulations are quite detailed and would like to suggest that in the context of a thorough review the possibility to adopt a different approach, namely separating staff rules from the related administrative instructions, could be considered by the ITTO similarly to the current practice of the UN. This would allow for more flexibility and adaptability of the detailed regulations as and when needed.

The EU and its Member States would also like to note that within the current staff rules there are many automatic links to the UN staff rules. This makes the ITTO staff rules more difficult to read and understand, while also creating an automatic mechanism for adjustment for instance in the case of salaries even under circumstances where the financing situation of the ITTO may not be in a position to support such changes.

For instance, with regard to staff salaries, we wonder whether it would be more appropriate for the organization to adopt UN scales and grades as an upper limit rather than as an automatic classification mechanism. These issues are under discussion in the framework of a number of International Commodity Organizations and ITTO should also reflect on these issues.

Specifically with regard to Regulation 3.3, we would like to note that the UN has since the 1st July 2009 adopted a new system of contracts, namely temporary, fixed term or continuing appointments. The ITTO should consider align itself to the most recent contract types and practices/policies (including with regard to the use of so-called permanent appointments (now continuing appointments according to UN rules).

We would also like to request the ITTO secretariat to consider ways through which transparency and competitiveness of the recruitment could be enhanced, including by specifying more clearly in the staff rules and regulations (or any possible administrative instructions) modalities for publications of posts and selection procedures.

Finally, we would also like to suggest that the ITTO takes advantage of this opportunity to verify whether the current staff rules are fully in line with most recent UN rules with regard to the rights of staff members in areas such as the freedom of opinion and expression (e.g. rule 103 or 104) and to update consistently any reference to the International Tropical Timber Agreement (ITTA) in line with the its most recent version ITTA, 2006.

20 June 2014

Mr. Emmanuel Ze Meka
Executive Director
International Tropical Timber Organization
International Organizations Center
5th Floor, Pacifico-Yokohama
1-1-1, Minato Mirai
Yokohama 220-0012

Dear Mr. Ze Meka,

On the discussion on "Staff Regulations and Staff Rules of the International Tropical Timber Organization" of the 50th ITTC Session in Yokohama, Japan, the Government of Japan would like to make some comments on our view as described as follows.

First of all, I would like to thank you and your secretariat for working on this issue. Secondly, I would like to propose the discussion based on the original Staff Regulations and Staff Rules of the International Tropical Timber Organization, instead of the proposed version because amendments of the Regulations and Rules is aimed at enhancing efficiency and effectiveness of the Secretariat and should not have any implications to increase administrative budget.

Attached, please find our proposal on the revision for the part of the Staff Regulation and the Staff Rules of the International Tropical Timber Organization.

With best regards,

Yours sincerely,



Kazuhiro Takahashi
Director
Global Environment Division
International Corporation Bureau
Ministry of Foreign Affairs, Japan

Regulation 3.4

Selection of staff members shall be made without distinction as to race, sex or religion. So far as is practicable, selection shall be made on a competitive basis, ~~apart from selection of Assistant Director, which without exception, must be made on a competitive basis through vacancy announcement.~~

~~Information of contract duration of staff employment members should be included in CFA document of the annual council~~

Rule 608: Standard of Travel Accommodation

For official travel, travel accommodation shall be provided in accordance with the following general standards:

(a) For all official travel by air, staff members and their eligible family members shall be provided with economy class accommodation or its equivalent, except the Executive Director and his/her family members, ~~other than on travel in connection with an education grant under Rule 208, who shall~~ may be provided with first-business class accommodation ~~when the duration of a particular flight exceeds nine hours (by the most direct and economical route), including scheduled stops for such purposes as change of planes or refueling, but excluding travel time to and from airports.~~

(b) When approved travel is by train, staff members and their family members shall be provided with regular-first economy class or equivalent accommodation ~~except the Executive Director who may be provided with business class accommodation, including sleeper and other facilities, as appropriate.~~

New Zealand's comments on the Executive Director's proposed changes to the Staff Rules and Staff Regulations of the International Tropical Timber Organisation

General Comments

Overall the changes seem sensible, and are welcome amendments to the current rules and regulations.

It would be useful if the secretariat were able to provide information on the forecasted cost of proposed changes under the rules, versus current costs. This would be very helpful for the council in assessing changes to the rules and regulations that may have financial implications. We would be grateful if this information could be presented for delegates' consumption before the next council session where the rules and regulations will be discussed.

There are some inconsistencies in the document where rules requiring specification either: a) follow the UN lead (e.g. regulation 2.8 dependency allowances); b) specify in the document itself (e.g. rule 616 unaccompanied shipping amounts) or; c) leave it to the discretion of the Executive Director. It would be best if these were streamlined, and preferably all followed the UN rules and regulations, whilst still leaving flexibility for the Executive Director to act as they deem appropriate to the circumstances.

Specific Comments

(New Zealand's comments are in **bold**; the text of the rules/regulations being referred to is underlined)

Regulation 1.2

In the performance of their duties staff members shall neither seek nor accept instructions from any government or from any other authority external to the Organization.

The UN rules use 'source' rather than 'authority'; this covers a wider range of possibilities and is more preferable wording.

Regulation 1.4

Staff members are subject to the authority of the Executive Director and to assignment by him/her to any of the activities or offices of the Organization. They are responsible to him in the exercise of their functions. The whole time of staff members shall be at the disposal of the Executive Director. The Executive Director shall establish a normal working week.

Gender-neutral language should be used, where possible, throughout the rules. Suggest adding "/her" or simply referring to the Executive Director without the pronoun.

Rule 103: Outside Activities and Interests

(a) Staff members shall not engage in any continuous or recurring outside occupation or employment without the prior approval of the Executive Director.

As currently drafted this rule would allow staff to engage in non-continuous employment that didn't re-occur (one-off jobs). Is this desirable? Do one-off jobs not raise similar issues to continuous/recurring employment? Are there instances where staff engaging in one-off jobs would add value to the organisation?

Regulation 2.8

(a) Staff members in professional and higher categories shall be entitled to receive dependency allowances in conformity with the prevailing dependency allowances schedule and related provisions of the United Nations. Such allowances are payable in respect of:

- (i) Each dependent child of a single, married, widowed or divorced staff member;
- (ii) Where there is no dependent spouse, a single annual allowance for either a dependent parent, a dependent brother or a dependent sister.

(b) Staff members in the General Service category shall be entitled to receive dependency allowances at the rates applicable to the United Nations staff in the host country and approved by the Council for the following:

Is regulation 2.8 b) common practice in international organisations? The UN rules suggest it's allowed if it is a locally common practice, but this doesn't seem to be explicitly stated.

Under UN rule 3.2 “(ii) Salaries for staff members in the General Service and related categories shall be subject to the assessment rates specified in subparagraph (b) (ii) of that regulation.”

This doesn’t seem to mention dependents. However, UN rule 3.6 e) “Staff members in the General Service and related categories shall receive a dependency allowance with respect to a secondary dependant when local conditions and/or the practices of comparator employers call for the establishment of such an allowance, under conditions established by the Secretary-General.”

What is current ITTO practice?

- (i) a dependent spouse;
- (ii) first dependent child of a single, widowed or divorced staff member;

Has “married” been left out of regulation 2.8 b)ii) accidentally or deliberately? If accidently, then insert; if deliberately, why?

- (iii) first dependent child of a single, widowed or divorced staff member;

Regulation 2.8 b) iii) is a duplicate of regulation 2.8 b) ii): suggest deleting it.

- (iv) each additional dependent child;

Why split up “first” and “each additional” child between two different articles? If ii) just read “each dependent child...” And iv) was deleted would it not give the same meaning?

- (v) where there is no dependent spouse or dependent child, a single annual allowance for either a dependent parent, dependent brother or dependent sister.

Regulation 2.9

Claims for dependency allowances shall be submitted annually in writing and supported by evidence satisfactory to the Executive Director. Staff members shall be responsible for reporting immediately to the Executive Director any change which affects the payment of the allowances during the year.

Retroactive payment of an allowance may in special circumstances be authorized for a period not in excess of one year preceding the date on which evidence of entitlement is received by the Organization.

The UN rule on Retroactivity provides more useful wording that could be used her in place of the second paragraph:

Rule 3.17 Retroactivity of payments

“A staff member who has not been receiving an allowance, grant or other payment to which he or she is entitled shall not receive retroactively such allowance, grant or payment unless the staff member has made written claim:

- (i) In the case of the cancellation or modification of the staff rule governing eligibility, within three months following the date of such cancellation or modification;**
- (ii) In every other case, within one year following the date on which the staff member would have been entitled to the initial payment.”**

Rule 203: Salary Policy in Promotions

Staff Members receiving promotions shall be paid in accordance with the following provisions:

(i) During the first year following promotion a staff member in continuous service shall receive in salary the amount of two full steps in the level to which the staff member has been promoted more than he or she would have received without promotion except where promotion to the lowest step of the level yields a greater amount. The step rate and date of salary increment in the higher salary level shall be adjusted to achieve this end.

(ii) If promotion is effective in the month in which an increment at the lower grade is due, such increment will be included in the salary at the lower grade, to which two increments will then be added to determine the staff member’s salary on promotion in accordance with paragraph (a) above.

Is the reference to “paragraph (a) above” Correct? It appears to be a copy/paste job from

the ICCO text and should presumably be changed to “paragraph (i) above”.

Rule 206: Language Allowance

- (a) A staff member in the general service category shall be paid a language allowance in accordance with prevailing United Nations' rules and rates if he/she passes a test, prescribed for this purpose, in any language of the Organization other than the language or the languages in which he/she is required to be proficient by the terms of his/her appointment. No staff member shall be paid a language allowance for more than two official languages of the Organization. Further tests at intervals of not less than five years will be required in order to demonstrate their continued proficiency.

The ICCO and ICO interval is one year, five years seems a little long. Can the length of the interval be reduced without being too onerous on the organisation?

Rule 210. Salary Advance

(a) A request for a salary advance shall be considered in the light of any advance previously granted to the applicant, the extent of his indebtedness to the Organization and other relevant factors.

As with Rule 1.4, gender-neutral language should be used, where possible, throughout the rules. Suggest adding “/her” or simply referring to the Executive Director without the pronoun.

Regulation 3.1

Except where expressly provided for in the International Tropical Timber Agreement, 1983 (ITTA) or succeeding Agreements, or as might be otherwise determined by the Council, the Executive Director shall appoint the staff. Upon appointment (or notification of promotion) each staff member shall receive a letter of appointment (or notification of promotion) in accordance with the provisions of these Regulations and Rules.

Would it not be more relevant to make this a reference to the ITTA 2006, and preceding agreements only if really necessary.

Regulation 3.6

1. Temporary appointments, having an expiration date specified in the letters of appointment, shall be of two types, namely:

- (a) a short-term appointment for a period of less than one year; and
(b) a fixed-term appointment for a continuous period of one year or more.

2. A temporary appointment shall not carry any expectation of extension or conversion into a permanent appointment and shall expire according to its terms on the date specified in the letter of appointment without notice or indemnity.

3. Notwithstanding the provisions of paragraph 2 above, a temporary appointment may, at the discretion of the Executive Director, be extended for a further period or converted into a permanent appointment.

Regulation 3.6 (3) is ICO text. The ICCO text is slightly different “the contract may be renewed at the discretion of the Executive Director.” And UN Rules Annex II (vii) seems to prohibition conversion to a permanent role “That a temporary appointment does not carry any expectancy, legal or otherwise, of renewal. A temporary appointment shall not be converted to any other type of appointment;” however this is for UN “temporary appointments” which are less than one year. A fixed term appointment (from 1-5 years) may be renewed, under UN Rules, for up to 5 years and nothing said on conversion to permanent. It would be preferable that reference to converting temporary appointments to permanent appointments be removed, and that permanent appointments be made only under the provisos of regulations 3.1-3.5

Rule 303: Letters of Appointment

(a) The letter of appointment granted to every staff member shall contain expressly or by reference all the terms and conditions of employment.

(b) The letter of appointment shall state:

- (i) that the appointment is subject to the provisions of the Staff Regulations and Staff Rules applicable to the grade of appointment in question and to changes which may be duly made in such Regulations and Rules from time to time;
(ii) the nature of the appointment;
(iii) the date at which the staff member is required to enter upon his/her duties;
(iv) the periods of appointment and of probation, if any, and the notice required to terminate the appointment;
(v) the grade, level, commencing rate of salary and, if increments are allowable, the scale of increments and the maximum attainable;

(vi) any special conditions which may be applicable.

(c) A copy of the International Tropical Timber Agreement, 1983 (ITTA) or succeeding Agreement and the Staff Regulations and Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment, the staff member shall state in writing that he/she has been made acquainted with and accepts the conditions laid down in the Staff Regulations and Staff Rules.

Would it not be more relevant to send the staff member the ITTA 2006, and proceeding agreements only if really necessary.

Rule 402: Special Leave

(a) Special leave, with full or partial pay or without pay, may be granted for advanced study or research in the interest of the Organization, or in cases of extended illness when all the provisions regarding sick leave have been exhausted, or for other important reasons for such period as the Executive Director may prescribe.

The UN rule 5.3 ii) “(ii) Special leave is normally without pay. In exceptional circumstances, special leave with full or partial pay may be granted;” This UN language may be more appropriate wording to use here.

(Rule 402: Special Leave continued)

(b) Staff members shall not accrue service credits toward sick, annual, home and maternity leave, salary increment, termination indemnity and repatriation grant during full months of special leave with partial or without pay. Periods of less than one calendar month of such leave shall not affect the ordinary rates of accrual; nor shall continuity of service be considered broken by periods of special leave.

Shouldn't this also include full pay too? Or is there a credible reason to leave it out?

Rule 614: Miscellaneous Travel Expenses

Necessary additional expenses, incurred by a staff member in connection with the transaction of official business or in the performance of authorized travel, shall be reimbursed by the Organization after completion of travel provided the necessity and nature of the expenses are satisfactorily explained and as far as practicable supported by proper receipts which shall normally be required for any expenditure in excess of US\$10.00. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

Under proposed amendments to UN Staff Rules (A/69/117) the figure is \$30. Is \$10 preferable? Is it practical when travelling?

Rule 616: Excess Baggage and Unaccompanied Shipments

(a) Baggage in excess of the weight or volume carried without extra charge by transportation companies shall be considered as excess baggage within the meaning of these Regulations.

(b) Staff members traveling by air economy class or its equivalent shall be entitled to payment of excess baggage for themselves and their eligible family members to the extent of the difference between the free baggage allowance by first class and by economy class or its equivalent.

Suggest amending to “...the difference between the free baggage allowance by business class and by economy class or its equivalent, except in exceptional circumstances where additional baggage allowance is necessary for the functions of the organizations in which case the difference between the free baggage allowance by first class and by economy class or its equivalent may be authorised.” Or something similar.

Rule 616: Excess Baggage and Unaccompanied Shipments (continued)

(f) Where surface shipment under paragraphs (d) (ii), or (e) is the most economical means of transport, such shipment may be converted to air freight on the basis of one half of the weight or volume of the authorized surface entitlement:

(i) When a staff member elects to convert the whole surface entitlement to air freight; or

(ii) When, in the opinion of the Executive Director, the conversion to air freight of a portion of the surface entitlement is necessary to meet urgent needs.

Clause 616 (f)(i) should be deleted and only (ii) retained so that any conversion to airfreight only occurs in order to meet urgent needs.

(g) When the authorized travel is by air, the staff member may elect to convert the whole surface shipment relating to travel on home leave, or education grant under paragraph (d) (i) above, to air freight on the basis of the one-half rule. No costs for packing, crating, unpacking and uncrating will be paid, but reasonable costs will be paid for cartage of such air freight shipments.

Clause (G) should have “only if necessary to meet urgent needs.” Added to the end of the first sentence.

Regulation 7.2

In the case of all other staff members, including staff members serving a probationary period for a permanent appointment, the Executive Director may at any time terminate the appointment, if, in his

opinion, such action would be in the interest of the Organization.

This is ICO text. The related ICCO clause only covers probationary and temporary staff. The related UN rule 13.3(d) only covers probationary staff members. Temporary and fixed-term appointments, in the UN rules, would fit under regulation 7.1, affording those staff similar conditions to permanent staff. ITTO rules should follow the UN rule unless there is a compelling reason not to.

Rule 703: Resignations

(a) A resignation, within the meaning of these Regulations and Rules, is a separation initiated by the staff member.

(b) Unless otherwise specified in their letters of appointment, written notice of resignation shall be given by staff members as follows:

- (i) Staff members in the professional and higher categories holding an appointment longer than one year : three months, and
- (ii) Staff members in the (1) general service category and (2) professional and higher categories holding an appointment less than one year: 30 days.

The Executive Director may, however, accept resignations on shorter notice.

(c) The Executive Director may require the resignation to be submitted in person in order to be acceptable.

Whilst this clause is in the UN rules, is it really practical for an international organisation? There could be instances where this would be very difficult, and does it benefit the organisation enough to keep it in the rules?

Regulation 8.1

The Executive Director may impose disciplinary measures on staff members whose conduct is unsatisfactory. He may dismiss a member of the staff for serious misconduct, **after having requested and received advice from the Joint Disciplinary Committee.**

The UN rule X terminology is ‘misconduct’, which is slightly different from ‘conduct is unsatisfactory’. The UN language should be used here.

Again, gender neutral wording is needed (suggest using ‘The Executive Director’ rather than a pronoun.

Suggest changing ‘dismiss’ to ‘terminate’ to match regulation 7.1 language.

Regulation 7.1 (b) refers to only (i) ‘not meeting standards of integrity’ and (ii) facts coming to light after appointment. These are not the same as serious misconduct which is the language used here in Regulation 8.1. The three reasons (integrity, facts, and misconduct) should be included in both regulation 7.1 and regulation 8.1 to maintain consistency.

Rule 802: Disciplinary Measures

(a) Disciplinary measures shall consist of written censure, **deferment or withholding of within-grade salary increment**, suspension without pay, demotion or dismissal for misconduct. **Suspension pending investigation shall not be considered a disciplinary measure.**

The UN Rules read “suspension without pay for a specified period”, which would be preferable language.

Rule 805: Appeals

An appeal against the Executive Director’s decision on disciplinary action and termination of appointment under Regulation 7.1 (b) may be addressed to the Chairman of the Council within one month from the time the staff member received notification of the decision in writing. The Chairman of the Council will refer the appeal to a three member panel composed of himself/herself, the Vice-Chairman of the Council, and the Chairman of any one of the Committees (to be chosen by the Council Chairman). The decision of this panel, which shall be taken within 60 days, shall be final.

Would the report produced by the Joint Disciplinary Committee under Rule 804 be made available to the three member panel? If so, this needs to be specified. If not, why not?

Rule 902: Financial Responsibility

A staff member may be required to reimburse the Organization either partially or in full for any financial loss suffered by the Organization as a result of his/her negligence or of his/her violation of any Regulation, Rule or administrative instruction.

Should this rule not be under rule 8.2 b) as a non-disciplinary measure that would fall under the misconduct procedure? This is where it is found in the equivalent UN rules where it falls under 10.2 b)ii).