



OPCW

Executive Council

110th Session
7 – 10 October 2025

EC-110/DEC.3
9 October 2025
Original: ENGLISH

DECISION

AMENDMENTS TO THE INTERIM STAFF RULES OF THE OPCW

The Executive Council,

Recalling Staff Regulation 12.3, which states that “[t]he Interim Staff Rules shall be reported by the Director-General to the Executive Council. The Interim Staff Rules shall be approved by the Executive Council”;

Recalling also Interim Staff Rule 12.2.01(a), which states that “[s]ubject to Staff Regulations 12.1, 12.2, 12.3, 12.4 and 12.5, these Staff Rules may be amended by the Director-General in a manner consistent with the Staff Regulations”; and

Taking into account the Note by the Technical Secretariat entitled “Amendments to the Interim Staff Rules of the OPCW” (EC-110/S/4, dated 7 October 2025);

Hereby:

Approves the amendments to the Interim Staff Rules of the OPCW annexed hereto, with immediate effect.

Annex: Proposed Amendments to the Interim Staff Rules of the OPCW



Annex

PROPOSED AMENDMENTS TO THE INTERIM STAFF RULES OF THE OPCW

Current	Proposed
Rule 5.3.01 Special leave	Rule 5.3.01 Special leave
(a) Special leave may be granted, normally without pay, for advanced study or research in the interest of the Organisation, in cases of extended illness, for child care, or for other important reasons for such period and on such conditions as the Director-General may determine in an Administrative Directive in accordance with the relevant United Nations rules. In exceptional cases, the Director-General may, at his or her own initiative, place a staff member on special leave with partial or full pay if he or she considers such leave to be in the interest of the Organisation.	(a) Special leave may be granted, normally without pay, for advanced study or research in the interest of the Organisation, in cases of extended illness, for child care, or for other important reasons for such period and on such conditions as the Director-General may determine in an Administrative Directive in accordance with the relevant United Nations rules. In exceptional cases, the Director-General may, at his or her own initiative, place a staff member on special leave with partial or full pay if he or she considers such leave to be in the interest of the Organisation.
(b) A staff member who is called upon to serve in the armed forces of the State of which the staff member is a national, whether for training or active duty, may be granted special leave without pay for the duration of such military service, in accordance with terms and conditions determined by the Director-General in an Administrative Directive based on the relevant United Nations rules to the extent possible.	(b) A staff member who is called upon to serve in the armed forces of the State of which the staff member is a national, whether for training or active duty, may be granted special leave without pay for the duration of such military service, in accordance with terms and conditions determined by the Director-General in an Administrative Directive based on the relevant United Nations rules to the extent possible.
(c) Without prejudice to the total length of service established in Staff Regulation 4.4, paragraph (b), the Director-General may authorise special leave without pay for pension purposes to protect the pension benefits of staff who are within two years of reaching the applicable qualifying age for an early retirement benefit under the Regulations of the United Nations Joint Staff	(c) Without prejudice to the total length of service established in Staff Regulation 4.4, paragraph (b), the Director-General may authorise special leave without pay for pension purposes to protect the pension benefits of staff who are within two years of reaching the applicable qualifying age for an early retirement benefit under the Regulations of the United Nations Joint Staff

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Pension Fund and 25 years of contributory service, or who are over that age and within 2 years of 25 years of contributory service. (d) Staff members shall not accrue service credits towards sick, annual and home leave, salary increment, seniority, termination indemnity and repatriation grant during periods of special leave with partial pay or without pay. Periods of less than one full month of such leave shall not affect the ordinary rates of accrual. Continuity of service shall not be considered broken by periods of special leave.	Pension Fund and 25 years of contributory service, or who are over that age and within 2 years of 25 years of contributory service. (d) Staff members shall not accrue service credits towards sick, annual and home leave, salary increment, seniority, termination indemnity and repatriation grant during periods of special leave with partial pay or without pay <u>that exceed 30 consecutive calendar days</u>. Periods of <u>such leave of 30 consecutive calendar days or less than one full month of such leave</u> shall not affect the ordinary rates of accrual. (e) Continuity of service shall not be considered broken by periods of special leave. <u>However, periods of special leave without pay exceeding 30 consecutive calendar days shall not be counted towards the total length of service in accordance with Staff Regulation 4.4(b).</u>
Rule 6.2.02 Maternity and paternity leave (a) A staff member shall be entitled to maternity or paternity leave in accordance with the terms and conditions determined by the Director-General in an Administrative Directive in accordance with the relevant United Nations rules. (b) Annual leave shall accrue during the period of maternity or paternity leave, provided that the staff member returns to service for at least six months after the completion of maternity or paternity leave.	Rule 6.2.02 Maternity and paternity leave <u>Parental leave</u> (a) A staff member shall be entitled to maternity or paternity <u>parental</u> leave in accordance with the terms and conditions determined by the Director-General in an Administrative Directive in accordance with the relevant United Nations rules. (b) Annual leave shall accrue during the period of maternity or paternity <u>parental</u> leave, provided that the staff member returns to service for at least six months after the completion of maternity or paternity <u>parental</u> leave.

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Rule 9.3.02 Termination indemnity	Rule 9.3.02 Termination indemnity
(a) Payment of termination indemnity under Staff Regulation 9.3 and Annex III to the Staff Regulations shall be calculated: (i) for staff in the Professional and higher category, on the basis of the staff member's gross salary less staff assessment in accordance with Annex I to the Staff Regulations; (ii) for staff in the General Service category, on the basis of the staff member's gross remuneration less staff assessment in accordance with Annex I to the Staff Regulations. (b) Length of service shall be deemed to comprise the total period of a staff member's full-time continuous service with the Secretariat, regardless of types of appointment. Continuity of such service shall not be considered as broken by periods of special leave. However, service credits shall not accrue during periods of special leave with partial pay or without pay of one full month or more. (c) Termination indemnity shall not be paid to any staff member who: (i) has reached the mandatory age of separation of sixty-five years or more and will receive a retirement benefit under the Regulations of the United Nations Joint Staff Pension Fund; or	(a) Payment of termination indemnity under Staff Regulation 9.3 and Annex III to the Staff Regulations shall be calculated: (i) for staff in the Professional and higher category, on the basis of the staff member's gross salary less staff assessment in accordance with Annex I to the Staff Regulations; (ii) for staff in the General Service category, on the basis of the staff member's gross remuneration less staff assessment in accordance with Annex I to the Staff Regulations. (b) Length of service shall be deemed to comprise the total period of a staff member's full-time continuous service with the Secretariat, regardless of types of appointment. Continuity of such service shall not be considered as broken by periods of special leave. However, service credits shall not accrue during periods of special leave with partial pay or without pay of one full month or more <u>that exceed 30 consecutive calendar days</u>. (c) Termination indemnity shall not be paid to any staff member who: (i) has reached the mandatory age of separation of sixty-five years or more and will receive a retirement benefit under the Regulations of the United Nations Joint Staff Pension Fund; or

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(ii) upon separation from service, will receive compensation for total disability under Staff Regulation 6.2.03 (Compensation for death, injury or illness attributable to service).	(ii) upon separation from service, will receive compensation for total disability under Staff Regulation 6.2.03 (Compensation for death, injury or illness attributable to service).
Rule 9.4.01 Repatriation grant Payment of repatriation grants under Staff Regulation 9.4 and Annex IV to the Staff Regulations shall be subject to the following conditions and definitions: (a) “Obligation to repatriate”, as used in Annex IV to the Staff Regulations, shall mean the obligation to return a staff member and his or her spouse and dependent children, upon separation, at the expense of the Organisation, to a place outside the Netherlands. (b) “Home country” shall mean the country of home leave under Staff Rule 5.2.01 or such other country as the Director-General may determine. (c) “Country of nationality” shall mean the country of nationality recognised by the Director-General. (d) “Qualifying service” shall mean three or more years of continuous service and residence away from the home country and the country of nationality of a staff member, or the country where the staff member has acquired permanent resident status.	Rule 9.4.01 Repatriation grant Payment of repatriation grants under Staff Regulation 9.4 and Annex IV to the Staff Regulations shall be subject to the following conditions and definitions: (a) “Obligation to repatriate”, as used in Annex IV to the Staff Regulations, shall mean the obligation to return a staff member and his or her spouse and dependent children, upon separation, at the expense of the Organisation, to a place outside the Netherlands. (b) “Home country” shall mean the country of home leave under Staff Rule 5.2.01 or such other country as the Director-General may determine. (c) “Country of nationality” shall mean the country of nationality recognised by the Director-General. (d) “Qualifying service” shall mean three or more years of continuous service and residence away from the home country and the country of nationality of a staff member, or the country where the staff member has acquired permanent resident status.

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(e) If at any time a staff member was considered to have acquired permanent residence in the Netherlands and subsequently changed from such status, the staff member's continuous service will be deemed to have commenced at the time the change was made. Continuity of such service shall not be considered as broken by periods of special leave. However, for the purpose of calculating the amount of the grant payable, service credit shall not accrue during periods of special leave with partial pay or without pay of one full month or more.	(e) If at any time a staff member was considered to have acquired permanent residence in the Netherlands and subsequently changed from such status, the staff member's continuous service will be deemed to have commenced at the time the change was made. Continuity of such service shall not be considered as broken by periods of special leave. However, for the purpose of calculating the amount of the grant payable, service credit shall not accrue during periods of special leave with partial pay or without pay <u>of one full month or more that exceed 30 consecutive calendar days</u>.
(f) Payment of the repatriation grant shall be subject to the provision by the staff member of documentary evidence of relocation away from the Netherlands.	(f) Payment of the repatriation grant shall be subject to the provision by the staff member of documentary evidence of relocation away from the Netherlands.
(g) Entitlement to repatriation grant shall cease if no claim for payment of the grant has been submitted within two years after the effective date of separation. However, where both spouses are staff members and the spouse who separates first is entitled to repatriation grant, his or her entitlement to repatriation grant shall cease if no claim for payment of the grant has been submitted within two years after the date of separation of the other spouse.	(g) Entitlement to repatriation grant shall cease if no claim for payment of the grant has been submitted within two years after the effective date of separation. However, where both spouses are staff members and the spouse who separates first is entitled to repatriation grant, his or her entitlement to repatriation grant shall cease if no claim for payment of the grant has been submitted within two years after the date of separation of the other spouse.
(h) Payment of the repatriation grant shall be calculated: (i) for staff in the Professional and higher category, on the basis of the staff member's gross salary, less staff assessment in accordance with Annex I to the Staff Regulations;	(h) Payment of the repatriation grant shall be calculated: (i) for staff in the Professional and higher category, on the basis of the staff member's gross salary, less staff assessment in accordance with Annex I to the Staff Regulations;

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(ii) for staff in the General Service category, on the basis of the staff member's gross remuneration, including a language allowance, if any, less staff assessment in accordance with Annex I to the Staff Regulations.	(ii) for staff in the General Service category, on the basis of the staff member's gross remuneration, including a language allowance, if any, less staff assessment in accordance with Annex I to the Staff Regulations.
(i) The amount of repatriation grant for eligible staff members shall be computed on the basis of Annex IV to the Staff Regulations and in accordance with terms and conditions established by the Director-General for determining the length of qualifying service for repatriation grant purposes.	(i) The amount of repatriation grant for eligible staff members shall be computed on the basis of Annex IV to the Staff Regulations and in accordance with terms and conditions established by the Director-General for determining the length of qualifying service for repatriation grant purposes.
(j) No payments shall be made to any staff member who abandons his or her post or to any staff member who is residing at the time of separation in his or her home country while performing official duties.	(j) No payments shall be made to any staff member who abandons his or her post or to any staff member who is residing at the time of separation in his or her home country while performing official duties.
(k) A dependent child, for the purpose of a repatriation grant, shall mean a child recognised as dependent under Staff Rule 3.4.02(c) at the time of the staff member's separation from service.	(k) A dependent child, for the purpose of a repatriation grant, shall mean a child recognised as dependent under Staff Rule 3.4.02(c) at the time of the staff member's separation from service.
(l) Where both spouses are staff members and each is entitled, on separation, to payment of a repatriation grant, and taking into account Staff Rule 4.3.01(d), payment shall be made to each at the rate for a staff member with neither a spouse nor a dependent child at the time of separation, according to their respective entitlements. In cases where dependent children are recognised, the first parent to be separated may claim payment at the rate applicable to a staff member with a spouse or dependent child. In this event, the second parent, on separation, may claim payment at the rate for a staff member with neither a spouse nor a dependent child at the time of separation for the whole period of qualifying service. Alternatively, if eligible, the second parent may claim payment at the rate applicable to a	(l) Where both spouses are staff members and each is entitled, on separation, to payment of a repatriation grant, and taking into account Staff Rule 4.3.01(d), payment shall be made to each at the rate for a staff member with neither a spouse nor a dependent child at the time of separation, according to their respective entitlements. In cases where dependent children are recognised, the first parent to be separated may claim payment at the rate applicable to a staff member with a spouse or dependent child. In this event, the second parent, on separation, may claim payment at the rate for a staff member with neither a spouse nor a dependent child at the time of separation for the whole period of qualifying service. Alternatively, if eligible, the second parent may claim payment at the rate applicable to a

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staff member with a spouse or dependent child for the whole period of his or her qualifying service, from which shall be deducted the amount of the difference between the rate for a staff member with a spouse or dependent child and the rate for a staff member with neither a spouse nor a dependent child of the repatriation grant paid to the first parent. (m) Loss of entitlement to payment of return travel expenses under Staff Rule 7.1.03 shall not affect a staff member's eligibility for payment of the repatriation grant. (n) 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 Organisation is obligated to return to their home country. Payment shall be subject to proof of relocation. If there is one such survivor, payment shall be made at the rate for a staff member with neither a spouse nor a dependent child at the time of separation; if there are two or more such survivors, payment shall be made at the rate applicable to a staff member with a spouse or dependent child.	staff member with a spouse or dependent child for the whole period of his or her qualifying service, from which shall be deducted the amount of the difference between the rate for a staff member with a spouse or dependent child and the rate for a staff member with neither a spouse nor a dependent child of the repatriation grant paid to the first parent. (m) Loss of entitlement to payment of return travel expenses under Staff Rule 7.1.03 shall not affect a staff member's eligibility for payment of the repatriation grant. (n) 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 Organisation is obligated to return to their home country. Payment shall be subject to proof of relocation. If there is one such survivor, payment shall be made at the rate for a staff member with neither a spouse nor a dependent child at the time of separation; if there are two or more such survivors, payment shall be made at the rate applicable to a staff member with a spouse or dependent child.
Rule 9.4.04 Last day for pay purposes (a) When a staff member is separated from service, the date on which entitlement to salary, allowances and benefits shall cease (i.e., the last day for pay purposes) shall be determined according to the following provisions: (i) upon resignation, the last day for pay purposes shall be either the date of expiration of the notice period under Staff Rule 9.2.01 or such other date as accepted by the Director-General. Staff members will be expected to	Rule 9.4.04 Last day for pay purposes (a) When a staff member is separated from service, the date on which entitlement to salary, allowances and benefits shall cease (i.e., the last day for pay purposes) shall be determined according to the following provisions: (i) upon resignation, the last day for pay purposes shall be either the date of expiration of the notice period under Staff Rule 9.2.01 or such other date as accepted by the Director-General. Staff members will be expected to

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perform their duties during the notice period, except when the resignation takes effect upon the completion of maternity leave or following sick or special leave; (ii) upon expiration of a fixed-term appointment, the last day for pay purposes shall be the date specified in the letter of appointment; (iii) upon termination, the last day for pay purposes shall be the date provided in the notice of termination; (iv) in case of summary dismissal, the last day for pay purposes shall be the date of dismissal; (v) in case of death, the last day for pay purposes shall be the date of death, unless there is a surviving spouse or dependent child. In this event, the last day for pay purposes shall be extended beyond the date of death by one month for each completed year of service, with a minimum of three months. (vi) payment related to the period of extension beyond the date of death may be made in a lump sum as soon as the pay accounts and related matters can be closed. Such payment shall be made only to the surviving spouse and dependent children. For staff in the Professional and higher category, the payment shall be calculated on the basis of the staff member's gross salary, less staff assessment in accordance with Annex I to the Staff Regulations. For staff in the General Service category, the payment shall be calculated on the basis of the staff member's gross remuneration, including language allowance if any, less staff assessment in accordance with Annex I to the Staff Regulations.	perform their duties during the notice period, except when the resignation takes effect upon the completion of maternity <u>parental</u> leave or following sick or special leave; (ii) upon expiration of a fixed-term appointment, the last day for pay purposes shall be the date specified in the letter of appointment; (iii) upon termination, the last day for pay purposes shall be the date provided in the notice of termination; (iv) in case of summary dismissal, the last day for pay purposes shall be the date of dismissal; (v) in case of death, the last day for pay purposes shall be the date of death, unless there is a surviving spouse or dependent child. In this event, the last day for pay purposes shall be extended beyond the date of death by one month for each completed year of service, with a minimum of three months. (vi) payment related to the period of extension beyond the date of death may be made in a lump sum as soon as the pay accounts and related matters can be closed. Such payment shall be made only to the surviving spouse and dependent children. For staff in the Professional and higher category, the payment shall be calculated on the basis of the staff member's gross salary, less staff assessment in accordance with Annex I to the Staff Regulations. For staff in the General Service category, the payment shall be calculated on the basis of the staff member's gross remuneration, including language allowance if any, less staff assessment in accordance with Annex I to the Staff Regulations.

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(b) When an internationally recruited staff member is exercising an entitlement to return travel, the last day for pay purposes shall be the date established under subparagraphs (a)(i), (ii), or (iii) above or the estimated date of arrival at the place of entitlement, whichever is later. The estimated date of arrival shall be determined on the basis of the time it would take to travel without interruption by an approved route and mode of direct travel from The Hague to the place of entitlement, the travel commencing no later than the day following the date established under paragraph (a).	(b) When an internationally recruited staff member is exercising an entitlement to return travel, the last day for pay purposes shall be the date established under subparagraphs (a)(i), (ii), or (iii) above or the estimated date of arrival at the place of entitlement, whichever is later. The estimated date of arrival shall be determined on the basis of the time it would take to travel without interruption by an approved route and mode of direct travel from The Hague to the place of entitlement, the travel commencing no later than the day following the date established under paragraph (a).
Rule 11.2.01 Appeals Council (a) An “Appeals Council” shall be established to consider and advise the Director-General on appeals filed under the terms of Staff Regulation 11.1. (b) The Appeals Council shall be composed of: (i) a chairperson appointed by the Director-General from among a list presented by the Joint Advisory Board; (ii) one member appointed by the Director-General; (iii) one member elected by the staff. (c) An alternate for each person in paragraph (b) shall be selected in the same manner as indicated in that paragraph. (d) The chairperson and members of the Appeals Council shall be appointed or elected for one year, shall be eligible for reappointment or re-election, and shall remain in office until their successors are appointed or elected.	Rule 11.2.01 Appeals Council (a) An “Appeals Council” shall be established to consider and advise the Director-General on appeals filed under the terms of Staff Regulation 11.1. (b) The Appeals Council shall be composed of: (i) a chairperson appointed by the Director-General from among a list presented by the Joint Advisory Board; (ii) one member appointed by the Director-General; (iii) one member elected by the staff. (c) An alternate for each person in paragraph (b) shall be selected in the same manner as indicated in that paragraph. (d) The chairperson and members of the Appeals Council shall be appointed or elected for one two years, shall be eligible for reappointment or re-election, and shall remain in office until their successors are appointed or elected.

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(e) The chairperson of the Appeals Council may be removed by the Director-General upon the recommendation of the Joint Advisory Board. The member appointed by the Director-General may be removed by the Director-General. The member elected by the staff may be recalled by a majority vote of the staff, taken at the initiative of the Staff Council. (f) The Appeals Council shall establish its own rules of procedure. (g) The Appeals Council may, by a majority vote of its members, recommend to the Director-General changes in the present chapter of these Rules. (h) The secretariat of the Appeals Council shall consist of a Secretary and such other staff as may be required for its proper functioning.	(e) The chairperson of the Appeals Council may be removed by the Director-General upon the recommendation of the Joint Advisory Board. The member appointed by the Director-General may be removed by the Director-General. The member elected by the staff may be recalled by a majority vote of the staff, taken at the initiative of the Staff Council. (f) The Appeals Council shall establish its own rules of procedure. (g) The Appeals Council may, by a majority vote of its members, recommend to the Director-General changes in the present chapter of these Rules. (h) The secretariat of the Appeals Council shall consist of a Secretary and such other staff as may be required for its proper functioning.
Rule 13.0.02 Dependency allowances (a) A staff member in the Professional and higher category who is not eligible to receive the single parent allowance but was in receipt of the dependent rate of salary in respect of a first dependent child on 31 December 2017, shall be eligible for a transitional allowance in the amount of six per cent of net base salary plus post adjustment in respect of that child, effective 1 January 2018. (b) While in receipt of the transitional allowance, no concurrent payment of the dependent child allowance under Staff Regulation 3.4(c) shall be paid in respect of that child, except where the child qualifies for a special dependency allowance for a disabled child under Staff Regulation 3.4(c)(ii).	Rule 13.0.02 Dependency allowances (a) A staff member in the Professional and higher category who is not eligible to receive the single parent allowance but was in receipt of the dependent rate of salary in respect of a first dependent child on 31 December 2017, shall be eligible for a transitional allowance in the amount of six per cent of net base salary plus post adjustment in respect of that child, effective 1 January 2018. (b) While in receipt of the transitional allowance, no concurrent payment of the dependent child allowance under Staff Regulation 3.4(c) shall be paid in respect of that child, except where the child qualifies for a special dependency allowance for a disabled child under Staff Regulation 3.4(c)(ii).

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(c) The amount of the transitional allowance shall be reduced by one percentage point every 12 months thereafter, until the amount of the transitional allowance is equal or less than the amount of the dependent child allowance provided for under Staff Regulation 3.4(c), at which time the dependent child allowance shall be payable instead. (d) The transitional allowance shall be discontinued earlier if the first dependent child in respect of whom the transitional allowance is payable is no longer recognised as a dependent child. (e) Where the staff member or his or her spouse receives a direct governmental grant in respect of a child, the transitional allowance payable under this Rule for such a child shall be the approximate amount by which the governmental grant is less than the transitional allowance. In no case shall the sum of the two payments be less than the rate set out under the Staff Regulations and Rules or in the event that the governmental grant equals or exceeds the transitional allowance payable under this Rule, no such allowance will be payable to the staff member concerned.	(c) The amount of the transitional allowance shall be reduced by one percentage point every 12 months thereafter, until the amount of the transitional allowance is equal or less than the amount of the dependent child allowance provided for under Staff Regulation 3.4(c), at which time the dependent child allowance shall be payable instead. (d) The transitional allowance shall be discontinued earlier if the first dependent child in respect of whom the transitional allowance is payable is no longer recognised as a dependent child. (e) Where the staff member or his or her spouse receives a direct governmental grant in respect of a child, the transitional allowance payable under this Rule for such a child shall be the approximate amount by which the governmental grant is less than the transitional allowance. In no case shall the sum of the two payments be less than the rate set out under the Staff Regulations and Rules or in the event that the governmental grant equals or exceeds the transitional allowance payable under this Rule, no such allowance will be payable to the staff member concerned.
Rule 13.0.03 Salary scale (a) The salary levels of staff members in the Professional and higher category that were higher than those at the maximum step of their grade upon conversion to the unified salary scale on 1 January 2018 shall be maintained as a pay-protection measure, until such time as the staff member separates from service.	Rule 13.0.03 Salary scale (a) The salary levels of staff members in the Professional and higher category that were higher than those at the maximum step of their grade upon conversion to the unified salary scale on 1 January 2018 shall be maintained as a pay-protection measure, until such time as the staff member separates from service.

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(b) Pay protected salaries under Staff Rule 13.0.03 shall be adjusted for any consolidation of post adjustment to base salary as fixed by the Director-General in accordance with the provisions of Staff Regulation 3.1. Pensionable remuneration at those steps shall be maintained and shall be adjusted corresponding to those salaries when the pensionable remuneration scale is adjusted.	(b) Pay protected salaries under Staff Rule 13.0.03 shall be adjusted for any consolidation of post adjustment to base salary as fixed by the Director-General in accordance with the provisions of Staff Regulation 3.1. Pensionable remuneration at those steps shall be maintained and shall be adjusted corresponding to those salaries when the pensionable remuneration scale is adjusted.

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