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DECISION

AMENDMENTS TO THE OPCW STAFF REGULATIONS AND INTERIM STAFF RULES

The Executive Council,

Recalling the decision of the Conference of the States Parties (hereinafter “the Conference”) adopting the Staff Regulations of the OPCW (C-IV/DEC.25, dated 2 July 1999), which “embody the broad principles of personnel policy for the staffing and administration” of the Technical Secretariat (hereinafter “the Secretariat”);

Also recalling Staff Regulation 12.1, which states that “[t]he present Staff Regulations may be supplemented or amended by the Conference of the States Parties”;

Recalling further 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 further 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”;

Bearing in mind that the recommendations of the International Civil Service Commission’s comprehensive review of the United Nations compensation package were approved by the United Nations General Assembly in its resolution 70/244, adopted on 23 December 2015, and that subsequently, these recommendations have been implemented in the United Nations common system;

Also bearing in mind the relationship between the OPCW and the United Nations compensation packages and the need to ensure a harmonised approach across the common system, including the related organisations; and

Taking into account the Note by the Secretariat entitled “Proposed Amendments to the OPCW Staff Regulations and Interim Staff Rules” (S/1535/2017, dated 15 September 2017);

Hereby recommends:

1. that the Conference at its Twenty-Second Session adopt the amendments to the Staff Regulations of the OPCW annexed hereto; and



2. that the Director-General promulgate the amendments to the Interim Staff Rules of the OPCW annexed hereto, pending the adoption of the amendments to the Staff Regulations by the Conference at its Twenty-Second Session.

Annexes:

- Annex 1: Proposed Amendments to the Staff Regulations of the OPCW
Annex 2: Amendments to the Interim Staff Rules of the OPCW

Annex 1

PROPOSED AMENDMENTS TO THE STAFF REGULATIONS OF THE OPCW

TABLE 1: CHANGES TO THE OPCW STAFF REGULATIONS AS A RESULT OF THE NEW COMPENSATION ELEMENTS

Existing Text of the Staff Regulations	Proposed Amendments to the Staff Regulations
<p><u>Regulation 3.1 and Annex I</u></p> <p><u>Annex I:</u></p> <ol style="list-style-type: none"> 1. Except as provided in paragraph 3 of the present annex, the salary scales for staff shall be fixed in accordance with the provisions of Staff Regulation 3.1. 2. Subject to satisfactory service, salary increments in accordance with the salary scales set forth in Annex I to the Staff Regulations of the United Nations, and published in information circulars at the OPCW, shall be awarded annually, except that any increments to step XII of the P-2 level, steps XIV and XV of the P-3 level, steps XIII, XIV and XV of the P-4 level, steps XI, XII and XIII of the P-5 level, above step IV of the D-1 level, and above step I of the D-2 level, shall be preceded by two years at the previous step. 	<p><u>Regulation 3.1 and Annex I</u></p> <p><u>Annex I:</u></p> <ol style="list-style-type: none"> 1. Except as provided in paragraph 5 of the present annex, the salary scales for staff shall be fixed in accordance with the provisions of Staff Regulation 3.1. 2. Subject to satisfactory service, salary increments within the Professional levels shall be awarded annually, except that any increments above step VII shall be preceded by two years at the previous step. 3. Salary increments at the D-1 level shall be awarded annually, except that any increments above step IV shall be preceded by two years at the previous step. Salary increments at the D-2 level shall be awarded biennially. 4. Subject to satisfactory service, salary increments within the General Service levels shall be awarded annually, except that any increments to step XI shall be preceded by 20 years of service in the Organisation or in the United Nations common system, including five years at the previous step.

Existing Text of the Staff Regulations	Proposed Amendments to the Staff Regulations
<p>3. The Director-General shall determine the salary rates to be paid to personnel specifically engaged for conferences and other short-term services, to consultants, and to technical assistance experts.</p> <p>4. No salary shall be paid to staff in respect of periods of unauthorised absence from work unless such absence was caused by reasons beyond their control or duly certified medical reasons.</p> <p>5. The net base salaries referred to in paragraph 1 of the present annex shall be adjusted by application of a post adjustment the amount of which shall be determined in accordance with the terms and conditions promulgated by the ICSC.</p>	<p>5. The Director-General shall determine the salary rates to be paid to personnel specifically engaged for conferences and other short-term services, to consultants, and to technical assistance experts.</p> <p>6. No salary shall be paid to staff in respect of periods of unauthorised absence from work unless such absence was caused by reasons beyond their control or duly certified medical reasons.</p> <p>7. The net base salaries of those staff members in the Professional and higher category referred to in paragraph 1 of the present annex shall be adjusted by application of a post adjustment the amount of which shall be determined in accordance with the terms and conditions promulgated by the ICSC.</p>
<p><u>Regulation 3.2</u></p> <p>(a) The Director-General shall establish terms and conditions under which an education grant shall be available to an internationally recruited staff member serving outside his or her recognised home country whose dependent child is in full-time attendance at a school, university, or similar educational institution of a type that will, in the opinion of the Director-General, facilitate the child's re-assimilation in the staff member's recognised home country. The grant shall be payable in respect of the child up to the end of the fourth year of post-secondary studies, but in any case not exceeding the age of 25. The amount of the grant per scholastic year for each child shall be 75 per cent of the admissible educational</p>	<p><u>Regulation 3.2</u></p> <p>(a) The Director-General shall establish terms and conditions under which an education grant shall be available to an internationally recruited staff member serving outside his or her recognised home country whose [dependent] child is in full-time attendance at a school, university, or similar educational institution of a type that will, in the opinion of the Director-General, facilitate the child's re-assimilation in the staff member's recognised home country. The grant shall be payable in respect of a child up to the end of their fourth year of post-secondary studies, but in any case not exceeding the age of 25. The amount of the grant per scholastic year for each child will be determined by the Director-General in an</p>

Existing Text of the Staff Regulations	Proposed Amendments to the Staff Regulations
<p>expenses actually incurred, subject to a maximum amount as approved by the United Nations General Assembly for the United Nations common system and endorsed by the Executive Council.</p> <p>(b) The Director-General shall also establish terms and conditions under which an education grant, not in excess of levels authorised for the United Nations, shall be available to a staff member serving in a country whose language is different from his own and who is obliged to pay tuition for the teaching of the mother tongue to a dependent child attending a local school in which the instruction is given in a language other than his or her own.</p> <p>(c) The Director-General shall also establish terms and conditions under which an education grant shall be available to a staff member whose child is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training, or while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability. The amount of this grant per year for each disabled child shall be equal to 100 per cent of the educational expenses actually incurred, up to a maximum amount approved by the United Nations General Assembly for the United Nations common system and endorsed by the Executive Council.</p> <p>(d) Travel costs of each child covered by the education grant or the special-education grant may be paid for an outward and return journey once in each scholastic year between the educational</p>	<p>Administrative Directive and shall be in accordance with the amount approved by the United Nations General Assembly for the United Nations common system [and endorsed by the Executive Council].</p> <p>(b) The Director-General shall also establish terms and conditions under which an education grant, not in excess of levels authorised for the United Nations, shall be available to a staff member serving in a country whose language is different from his own and who is obliged to pay tuition for the teaching of the mother tongue to a dependent child attending a local school in which the instruction is given in a language other than his or her own.</p> <p>(c) The Director-General shall also establish terms and conditions under which a special education grant shall be available to a staff member whose child is unable, by reason of physical or mental disability, to attend a regular educational institution and therefore requires special teaching or training, or while attending a regular educational institution, requires special teaching or training to assist him or her in overcoming the disability. The amount of this grant per year for each child with a disability shall be determined by the Director-General in an Administrative Directive and shall be in accordance with the amount approved by the United Nations General Assembly for the United Nations common system [and endorsed by the Executive Council].</p> <p>(d) Travel costs of each child covered by [the education grant of] the special education grant may be paid for an outward and return journey twice in each scholastic year between the</p>

Existing Text of the Staff Regulations	Proposed Amendments to the Staff Regulations
<p>institution and The Hague.</p> <p><u>Regulation 3.4</u></p> <p>(a) Staff members in the Professional and higher category shall be entitled to receive an annual amount equal to the amount approved by the United Nations General Assembly for the United Nations common system, except that the allowance shall not be paid in respect of the first dependent child if a staff member has no dependent spouse, in which case the staff member shall be entitled to the dependency rate of staff assessment;</p> <p>(ii) For each disabled child an annual amount equal to the amount approved by the United Nations General Assembly for the United Nations common system. However, if the staff member has no dependent spouse and is entitled to the</p>	<p>educational institution and The Hague.</p> <p><u>Regulation 3.4</u></p> <p>(a) Staff members in the Professional and higher category shall be entitled to receive a dependent spouse allowance in the amount of six percent of net base salary plus post adjustment, under conditions established by the Director-General.</p> <p>(b) Staff members in the Professional and higher category without a spouse shall be entitled to receive a single parent allowance in respect of the first dependent child in the amount of six percent of net base salary plus post adjustment, under conditions established by the Director-General.</p> <p>(c) Staff members in the Professional and higher category shall be entitled to receive further dependency allowances as follows:</p> <p>(i) For each dependent child an annual amount equal to the amount approved by the United Nations General Assembly for the United Nations common system, except that the allowance shall not be paid in respect of the first dependent child if a staff member receives a single parent allowance under paragraph (b) above;</p> <p>(ii) For each disabled child an annual amount equal to the amount approved by the United Nations General Assembly for the United Nations common system. However, if the staff member is entitled to the single parent allowance</p>

Existing Text of the Staff Regulations	Proposed Amendments to the Staff Regulations
<p>dependency rate of staff assessment in respect of a disabled child, that allowance will be limited to an amount equal to the amount provided for in subparagraph (a)(ii) of Regulation 3.4 of the United Nations Staff Regulations;</p> <p>(iii) Where there is no dependent spouse, a single annual amount equal to the amount approved by the United Nations General Assembly for the United Nations common system for either a dependent parent, a dependent brother or a dependent sister.</p> <p>(b) If both husband and wife are staff members, one may claim for dependent children under subparagraphs (a)(i) and (ii) above, in which case the other may claim only under subparagraph (a)(iii) above, if otherwise entitled.</p> <p>(c) With a view to avoiding duplication of benefits and in order to achieve equality between staff members who receive dependency benefits under applicable laws in the form of governmental grants and staff members who do not receive such dependency benefits, the Director-General shall prescribe conditions under which the dependency allowance for a child specified in subparagraph (a)(i) above shall be payable only to the extent that the dependency benefits enjoyed by the staff member or his or her spouse under applicable laws amount to less than such a dependency allowance.</p> <p>(d) Staff members whose salary rates are set by the Director-General under paragraph 3 of Annex I to the present Staff Regulations shall be entitled to receive dependency</p>	<p>under paragraph (b) above in respect of a disabled child, the further dependency allowance shall be the same as the allowance for a dependent child in subparagraph (c)(i) above;</p> <p>(iii) Where there is no dependent spouse, a single annual amount equal to the amount approved by the United Nations General Assembly for the United Nations common system for either a dependent parent, a dependent brother or a dependent sister.</p> <p>(d) If both spouses are staff members, one may claim for dependent children under subparagraphs (c)(i) and (ii) above, in which case the other may claim only under subparagraph (c)(iii) above, if otherwise entitled.</p> <p>(e) With a view to avoiding duplication of benefits and in order to achieve equality between staff members who receive dependency benefits under applicable laws in the form of governmental grants and staff members who do not receive such dependency benefits, the Director-General shall prescribe conditions under which the dependency allowance for a child specified in paragraph (b) and subparagraph (c)(i) above shall be payable only to the extent that the dependency benefits enjoyed by the staff member or his or her spouse under applicable laws amount to less than such a dependency allowance.</p> <p>(f) Staff members in the General Service category shall be entitled to receive dependency allowance at rates and under conditions determined by the Director-General, due regard</p>

Existing Text of the Staff Regulations	Proposed Amendments to the Staff Regulations
<p>allowance at rates and under conditions determined by the Director-General, due regard being given to the circumstances in The Hague.</p> <p>(e) Claims for dependency allowances shall be submitted in writing and supported by evidence satisfactory to the Director-General. A separate claim for dependency allowance shall be made each year.</p>	<p>being given to the circumstances in The Hague.</p> <p>(g) Claims for dependency allowances shall be submitted through the relevant electronic system and supported by evidence satisfactory to the Director-General. A separate claim for dependency allowance shall be made each year.</p>
<p style="text-align: center;">ARTICLE VII TRAVEL AND REMOVAL EXPENSES</p>	<p style="text-align: center;">ARTICLE VII TRAVEL AND RELOCATION EXPENSES</p>
<p><u>Regulation 7.2</u></p> <p>Subject to the conditions and definitions prescribed in the Staff Rules promulgated by the Director-General, staff members shall be entitled to removal costs. Where, however, the Director-General considers that it is in the interest of the Organisation to do so, having regard to the cost of removal and the probable period of appointment or transfer, the Director-General may elect not to offer to pay the cost of removal of household goods and to pay instead for the shipment of personal effects and a non-removal element of the relevant allowance at the rate established for the United Nations common system.</p>	<p><u>Regulation 7.2</u></p> <p>Subject to the conditions and definitions prescribed in the Staff Rules promulgated by the Director-General, staff members shall be entitled to a relocation shipment of those household goods and personal effects that were in the staff member's possession at the time of appointment or separation, provided that the goods and personal effects are being transported for the staff member's own use.</p>
<p><u>Regulation 9.4</u></p> <p>The Staff Rules shall establish a scheme for the payment of repatriation grants to defray expenses associated with repatriation upon separation from service. In principle, the repatriation grant</p>	<p><u>Regulation 9.4</u></p> <p>The Staff Rules shall establish a scheme for the payment of repatriation grants to defray expenses associated with repatriation upon separation from service. In principle, the repatriation grant</p>

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<p>shall be payable to staff members whom the Organisation is obliged to repatriate. The repatriation grant shall not, however, be paid to staff members who are summarily dismissed. Staff members shall be entitled to a repatriation grant only upon relocation outside the Netherlands. The amount of the grant shall be determined in accordance with the relevant Staff Rules. Detailed conditions relating to eligibility and requisite evidence of relocation shall be determined by the Director-General.</p>	<p>shall be payable to staff members who have completed at least three years of qualifying service, whom the Organisation is obliged to repatriate and who at the time of separation are residing, by virtue of their service with the OPCW, outside their country of nationality. The repatriation grant shall not, however, be paid to staff members who are summarily dismissed. Staff members shall be entitled to a repatriation grant only upon relocation outside the Netherlands. The amount of the grant shall be determined in accordance with the relevant Staff Rules. Detailed conditions relating to eligibility and requisite evidence of relocation shall be determined by the Director-General.</p>
<p><u>Annex IV Repatriation Grant</u></p> <p>In principle, the repatriation grant shall be payable to staff members whom the Organisation is obliged to repatriate. The repatriation grant shall not, however, be paid to staff members who are summarily dismissed. Staff members shall be entitled to a repatriation grant only upon relocation outside the Netherlands. Detailed conditions and definitions relating to eligibility and requisite evidence of relocation shall be determined by the Director-General. The amount of the grant shall be proportional to the length of service with the Organisation and in accordance with the relevant United Nations scale as contained in Annex IV of the United Nations Staff Regulations. The Secretariat shall publish that scale, and any amendments thereto, in information circulars.</p>	<p><u>Annex IV Repatriation Grant</u></p> <p>In principle, the repatriation grant shall be payable to staff members who have completed at least three years of qualifying service, whom the Organisation is obliged to repatriate and who at the time of separation are residing, by virtue of their service with the OPCW, outside their country of nationality. The repatriation grant shall not, however, be paid to staff members who are summarily dismissed. Staff members shall be entitled to a repatriation grant only upon relocation outside the Netherlands. Detailed conditions and definitions relating to eligibility and requisite evidence of relocation shall be determined by the Director-General. The amount of the grant shall be determined by the Director-General, proportional to the length of service with the Organisation and based on the relevant United Nations scale as contained in Annex IV of the United Nations Staff Regulations. The Secretariat shall publish that scale, and any amendments thereto, as adjusted, in administrative issuances.</p>

TABLE 2: CHANGES TO THE OPCW STAFF REGULATIONS AS A RESULT OF INTERNAL ADMINISTRATIVE REVIEW

Existing Text of the Staff Regulations	Proposed Amendments to the Staff Regulations
<p>SCOPE AND PURPOSE OF THE STAFF REGULATIONS</p> <p>The staff regulations (hereinafter referred to as the “Staff Regulations”) contain fundamental conditions of service and basic rights, duties and obligations of the Technical Secretariat (hereinafter referred to as the “Secretariat”) of the Organisation for the Prohibition of Chemical Weapons (hereinafter referred to as the “Organisation”). These Staff Regulations embody the broad principles of personnel policy for the staffing and administration of the Secretariat.</p>	<p>SCOPE AND PURPOSE OF THE STAFF REGULATIONS</p> <p>The staff regulations (hereinafter referred to as the “Staff Regulations”) contain fundamental conditions of service and basic rights, duties and obligations of the Technical Secretariat (hereinafter referred to as the “Secretariat”) of the Organisation for the Prohibition of Chemical Weapons (hereinafter referred to as the “OPCW” or the “Organisation”). These Staff Regulations embody the broad principles of human resources policy for the staffing and administration of the Secretariat. For the purposes of these Staff Regulations, the expressions “staff members” or “staff” shall refer to all the staff members of the Secretariat, within the meaning of Article 8 of the Chemical Weapons Convention, whose employment and contractual relationships are defined by a letter of appointment subject to regulations promulgated by the Conference of the States Parties pursuant to its decision C-IV/DEC.25, dated 2 July 1999. The Director-General, as the chief administrative officer, shall provide and enforce such staff rules consistent with these principles as he or she considers necessary.</p>
<p><u>Regulation 1.2</u></p> <p>Staff members are subject to the authority of the Director-General and to assignment by him to any of the activities or offices of the Organisation. They are responsible to the Director-General in the exercise of their functions. The whole time of staff members shall be at the disposal of the Director-General. The Director-General shall establish a normal working week.</p>	<p><u>Regulation 1.2</u></p> <p>Staff members are subject to the authority of the Director-General and to assignment by him or her to any of the activities or offices of the Organisation. They are responsible to the Director-General in the exercise of their functions. The whole time of staff members shall be at the disposal of the Director-General. The Director-General shall establish a normal working week.</p>

Existing Text of the Staff Regulations	Proposed Amendments to the Staff Regulations
<p><u>Regulations 4.4</u></p> <p>(a) The OPCW is a non-career organisation. This means that no permanent contracts shall be granted. Staff members shall be granted one of the following types of temporary appointments: short-term or fixed-term. The initial contract period shall not normally exceed three years. Contract extensions are possible; however, contracts, including extensions, carry no expectation of renewal or re-employment. Contract extension will become progressively more difficult, and shall be assessed upon, inter alia, the staff member's performance measured in accordance with a rigorous performance appraisal system. Any contract extension will be based on a continuing need on the part of the Organisation for the specific skill and knowledge of the staff member.</p> <p>(b) The total length of service of Secretariat staff shall be seven years unless otherwise specified below:</p> <p>(i) The Director-General may exclude locally recruited General Service staff from the maximum length of service requirement on the basis of the needs of the Organisation, and may grant these staff members additional fixed-term contracts.</p> <p>(ii) The Director-General may also exclude linguist staff from these requirements on the basis of the needs of the Organisation and, in consultation with States Parties concerning options for improving linguistic services, may grant these staff members additional fixed-term contracts. Each such extension shall be subject to the same procedure.</p>	<p><u>Regulations 4.4</u></p> <p>(a) The OPCW is a non-career organisation. This means that no permanent contracts shall be granted. Staff members shall be granted one of the following types of temporary appointments: short-term or fixed-term. The initial contract period shall not normally exceed three years. Contract extensions are possible; however, contracts, including extensions, carry no expectation of renewal or re-employment. Contract extension will become progressively more difficult, and shall be assessed upon, inter alia, the staff member's performance measured in accordance with a rigorous performance appraisal system. Any contract extension will be based on a continuing need on the part of the Organisation for the specific skill and knowledge of the staff member.</p> <p>(b) The total length of service of Secretariat staff shall be seven years unless otherwise specified below:</p> <p>(i) The Director-General may exclude locally recruited General Service staff from the maximum length of service requirement on the basis of the needs of the Organisation, and may grant these staff members additional fixed-term contracts.</p> <p>(ii) The Director-General may also exclude linguist staff from these requirements on the basis of the needs of the Organisation and, in consultation with States Parties concerning options for improving linguistic services, may grant these staff members additional fixed-term contracts. Each such extension shall be subject to the same procedure.</p>

Existing Text of the Staff Regulations	Proposed Amendments to the Staff Regulations
<p>(c) Staff members shall be required to serve a probationary period of six months. In individual cases, especially for short-term and part-time appointments, the Director-General may, in the best interest of the Organisation, adjust the terms and conditions of the probationary period.</p> <p>(d) For the top structure positions spelled out in Annex V, the initial contract period will be three years, with up to four one-year extensions.</p> <p><u>Regulation 6.2</u></p> <p>The Director-General shall establish a cost-effective and administratively efficient scheme of social security for the staff, which includes adequate provisions for health protection, sick leave and maternity leave and reasonable compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the Organisation.</p> <p><u>Regulation 7.1</u></p> <p>(a) Subject to the conditions and definitions prescribed in the Staff Rules promulgated by the Director-General, the Director-General shall in appropriate cases, in accordance with the Staff Rules issued under this Regulation, pay the travel expenses of</p>	<p>(iii) The Conference of the States Parties may take decisions to exceptionally grant the Director-General the authority to extend the maximum length of service requirement for other categories of staff members under conditions specified in any such decision.</p> <p>(c) Staff members shall be required to serve a probationary period of six months. In individual cases, especially for short-term and part-time appointments, the Director-General may, in the best interest of the Organisation, adjust the terms and conditions of the probationary period.</p> <p>(d) For the top structure positions spelled out in Annex V, the initial contract period will be three years, with up to four one-year extensions.</p> <p><u>Regulation 6.2</u></p> <p>The Director-General shall establish a cost-effective and administratively efficient scheme of social security for the staff, which includes adequate provisions for health protection, sick leave, maternity and paternity leave and reasonable compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the Organisation.</p> <p><u>Regulation 7.1</u></p> <p>(a) Subject to the conditions and definitions prescribed in the Staff Rules promulgated by the Director-General, the Director-General shall in appropriate cases, in accordance with the Staff Rules issued under this Regulation pay the travel expenses of</p>

Existing Text of the Staff Regulations	Proposed Amendments to the Staff Regulations
<p>staff members, their spouses and dependent children bearing in mind the need for maximum economy.</p> <p>(b) For official travel by air by inspectors for the purpose of conducting inspections the standard of accommodation may, at the discretion of the Director-General, exceed economy class, but remain below first class, for official travel of more than ten hours duration without stopover. Except for special cases, such as challenge inspections and investigations of alleged use where a stopover would be inconsistent with the short time lines involved, the less expensive of a stopover or business class travel by air shall be used.</p>	<p>staff members, their spouses and dependent children bearing in mind the need for maximum economy.</p> <p>(b) For official travel by air by inspectors for the purpose of conducting inspections the standard of accommodation may, at the discretion of the Director-General, exceed economy class, but remain below first class, for official travel of more than ten hours duration without stopover. Except for special cases, such as challenge inspections and investigations of alleged use where a stopover would be inconsistent with the short time lines involved, the less expensive of a stopover or business class travel by air shall be used.</p>
<p><u>Regulation 8</u></p> <p>(a) The Director-General shall establish and maintain continuous contacts and communication with staff in order to ensure their effective participation in identifying, examining and resolving issues relating to conditions of work.</p> <p>(b) A staff representative body shall be established and shall be entitled to initiate proposals to the Director-General for the purpose set forth in paragraph (a) above. It shall be organised in such a way as to afford equitable representation to all staff.</p> <p>(c) The Director-General shall establish joint staff/management machinery to advise him regarding personnel policies and general questions of staff welfare and to make to him such proposals as it may desire for amendment of the Staff Regulations and Rules.</p>	<p><u>Regulation 8</u></p> <p>(a) The Director-General shall establish and maintain continuous contacts and communication with staff in order to ensure their effective participation in identifying, examining and resolving issues relating to conditions of work.</p> <p>(b) A staff representative body shall be established and shall be entitled to initiate proposals to the Director-General for the purpose set forth in paragraph (a) above. It shall be organised in such a way as to afford equitable representation to all staff.</p> <p>(c) The Director-General shall establish joint staff/management machinery to advise him or her regarding human resources policies and general questions of staff welfare and to make to him or her such proposals as it may desire for amendment of the Staff Regulations and Rules.</p>

Existing Text of the Staff Regulations	Proposed Amendments to the Staff Regulations
<p><u>Regulation 12.4</u></p> <p>The Interim Staff Rules reported by the Director-General shall enter into force as Staff Rules on the first day of the month following the month in which they are approved by the Executive Council.</p>	<p><u>Regulation 12.4</u></p> <p>The Interim Staff Rules reported by the Director-General shall enter into force as Staff Rules on the first day of the month following the month in which they are approved by the Executive Council, unless otherwise specified.</p>

Annex 2

AMENDMENTS TO THE INTERIM STAFF RULES OF THE OPCW

TABLE 1: CHANGES TO THE OPCW INTERIM STAFF RULES AS A RESULT OF THE NEW COMPENSATION ELEMENTS

Existing Text of the Interim Staff Rules	Amendments to the Interim Staff Rules
<u>Rule 3.1.01 Post adjustment</u>	<u>Rule 3.1.01 Post adjustment</u>
<p>(a) Post adjustment, in terms of paragraph 5 of Annex I to the Staff Regulations, shall be applied in accordance with paragraph (b) below in the case of staff members in the Professional and higher category.</p>	<p>(a) Post adjustment, in terms of paragraph 7 of Annex I to the Staff Regulations, shall be applied in accordance with paragraph (b) below in the case of staff members in the Professional and higher category.</p>
<p>(b) (i) The amount of post adjustment for each level and step of the Professional and higher category shall be determined by applying the post adjustment multiplier for The Hague, as published by the International Civil Service Commission to the corresponding net base salary rates.</p> <p>(ii) A staff member who is entitled to salary at the dependency rate shall be paid post adjustment calculated on the basis of such salary regardless of where the staff member's dependants reside.</p>	<p>(b) The amount of post adjustment for each level and step of the Professional and higher category shall be determined by applying the post adjustment multiplier for The Hague, as published by the ICSC to the corresponding net base salary rates.</p>
<p>(c) While the salary of a staff member is normally subject to the post adjustment for The Hague during an assignment for one year or more, the Director-General may decide, if a staff member is assigned to The Hague for less than one year to either:</p>	<p>(c) While the salary of a staff member is normally subject to the post adjustment for The Hague during an assignment for one year or more, the Director-General may decide, if a staff member is assigned to The Hague for less than one year to either:</p>
<p>(i) apply the post adjustment applicable to The Hague and, if appropriate, to pay an assignment grant under Staff</p>	<p>(i) apply the post adjustment applicable to The Hague and, if appropriate, to pay the settling-in grant under Staff</p>

Existing Text of the Interim Staff Rules	Amendments to the Interim Staff Rules
<p>Rule 7.1.13 and the non-removal allowance under staff rule 7.2.03; or</p> <p>(ii) in lieu of the above, to authorise payment of the subsistence allowance.</p> <p>(d) Internationally recruited staff members who rent housing accommodation in The Hague may be paid a rental subsidy under terms and conditions determined by the Director-General in an Administrative Directive based on the thresholds and maximum amounts applied by the United Nations common system.</p>	<p>Rule 7.1.13; or</p> <p>(ii) in lieu of the above, to authorise payment of the subsistence allowance.</p> <p>(d) Internationally recruited staff members who rent housing accommodation in The Hague may be paid a rental subsidy under terms and conditions determined by the Director-General in an Administrative Directive based on the thresholds and maximum amounts applied by the United Nations common system.</p>
<p><u>Rule 3.1.02 Salary increments</u></p> <p>(a) Salary increments shall be awarded in accordance with Annex I to the Staff Regulations.</p> <p>(b) The normal qualifying period for in-grade movement between consecutive steps is one year, except as provided in paragraph 2 of Annex I to the Staff Regulations, for which a two-year period at the preceding step is required.</p> <p>(c) Satisfactory service for the purpose of awarding a salary increment shall be defined, unless otherwise decided by the Director-General in any particular case, as satisfactory performance and conduct of staff members in their assignments as evaluated by their supervisors.</p> <p>(d) Salary increments shall be effective on the first day of the pay period in which service requirements are completed.</p>	<p><u>Rule 3.1.02 Salary increments</u></p> <p>(a) Subject to satisfactory service, salary increments shall be awarded in accordance with Annex I to the Staff Regulations.</p> <p>(b) The normal qualifying period for in-grade movement between consecutive steps is one year, except as provided in paragraphs 2, 3 and 4 of Annex I to the Staff Regulations, for which a two-year period at the preceding step is required.</p> <p>(c) Satisfactory service for the purpose of awarding a salary increment shall be defined, unless otherwise decided by the Director-General in any particular case, as satisfactory performance and conduct of staff members in their assignments as evaluated by their supervisors.</p> <p>(d) Salary increments shall be effective on the first day of the pay period in which service requirements are completed.</p>

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<p><u>Rule 3.2.01 Education Grant</u></p> <p><u>Definitions</u></p> <p>(a) For the purposes of the Staff Rules:</p> <p>(i) “child” means a child of a staff member who is dependent upon the staff member for main and continuing support;</p> <p>(ii) “disabled child” means a child who is unable, by reason 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;</p> <p>(iii) “home country” means the country of home leave of the staff member under Staff Rule 5.2.01. If both parents are eligible staff members, “home country” means the country of home leave of either parent;</p> <p>(iv) “The Hague” means the municipality of The Hague or the area within commuting distance as determined by the Director-General in an Administrative Directive.</p> <p><u>Eligibility for education grant</u></p> <p>(b) A fixed-term staff member who is regarded as an international recruit under Staff Rule 4.1.04 and who is serving outside his</p>	<p><u>Rule 3.2.01 Education Grant</u></p> <p><u>Definitions</u></p> <p>(a) For the purposes of the Education Grant:</p> <p>(i) “child” means a child of a staff member who is dependent upon the staff member for main and continuing support, as defined in Staff Rule 3.4.02(b);</p> <p>(ii) “child with a disability” means a child who is unable, by reason of physical or mental disability, to attend a regular educational institution and therefore requires special teaching or training to prepare him or her for full integration into society or, while attending a regular educational institution, requires special teaching or training to assist him or her in overcoming the disability;</p> <p>(iii) “home country” means the country of home leave of the staff member under Staff Rule 5.2.01. If both parents are eligible staff members, “home country” means the country of home leave of either parent;</p> <p>(iv) “The Hague” means the municipality of The Hague or the area within commuting distance as determined by the Director-General in an Administrative Directive.</p> <p><u>Eligibility for education grant</u></p> <p>(b) A fixed-term staff member who is regarded as an international recruit under Staff Rule 4.1.04 and who is serving outside his</p>

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<p>or her home country shall be entitled to an education grant in respect of each child in full-time attendance at a school, university or similar educational institution, at or outside The Hague, in accordance with the provisions of Staff Regulation 3.2.</p> <p>(c) The grant shall not, however, be payable in respect of:</p> <ul style="list-style-type: none"> (i) attendance at a kindergarten or nursery school at the pre-primary level; (ii) attendance at a free school or one charging only nominal fees; (iii) correspondence courses, except those which in the opinion of the Director-General are the best available substitute for full-time attendance at a school of a type not available in The Hague; (iv) private tuition, except tuition in a language of the home country if satisfactory school facilities for learning that language are not available in The Hague; (v) vocational training or apprenticeship which does not involve full-time schooling and in which the child receives payment for services rendered. <p>(d) The grant will not normally be payable beyond the school year in which the child reaches the age of 25 years. If the child's education is interrupted for at least one school year by national service, illness, or other compelling reasons, the period of eligibility shall be extended by the period of interruption.</p>	<p>or her home country shall be entitled to an education grant in respect of each child in full-time attendance at a school, university or similar educational institution, at or outside The Hague, in accordance with the provisions of Staff Regulation 3.2.</p> <p>(c) The grant shall not, however, be payable in respect of:</p> <ul style="list-style-type: none"> (i) attendance at a kindergarten or nursery school at the pre-primary level; (ii) attendance at a free school or one charging only nominal fees; (iii) correspondence courses, except those which in the opinion of the Director-General are the best available substitute for full-time attendance at a school of a type not available in The Hague; (iv) private tuition, except tuition in a language of the home country if satisfactory school facilities for learning that language are not available in The Hague; (v) vocational training or apprenticeship which does not involve full-time schooling and in which the child receives payment for services rendered. <p>(d) The grant will not normally be payable beyond the school year in which the child reaches the age of 25 years. If the child's education is interrupted for at least one school year by national service, illness, or other compelling reasons, the period of eligibility shall be extended by the period of interruption.</p>

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<p>(e) Where attendance is for less than two thirds of the scholastic year, the amount of the grant for that year shall be that proportion of the grant otherwise payable which the period of attendance bears to the full scholastic year.</p> <p>(f) Where the period of service of the staff member does not cover the full scholastic year, the amount of the grant for that year shall normally be proportionally adjusted.</p> <p><u>Travel expenses related to the education grant</u></p> <p>(g) Travel expenses payable in terms of Staff Regulation 3.2 shall not be paid if the requested journey is unreasonable, either because of its timing in relation to other authorised travel of the staff member or his or her eligible family members or because of the brevity of the visit in relation to the expense involved.</p> <p>(h) Where attendance is for less than two-thirds of the school year, travel expenses shall not normally be payable.</p> <p>(i) Transportation expenses shall not exceed the cost of a journey between the staff member's home country and The Hague.</p> <p><u>Claims for the education grant</u></p> <p>(j) Claims for the education grant shall be submitted in writing and supported by evidence satisfactory to the Director-General.</p>	<p>(e) Where attendance is for less than two-thirds of the scholastic year, the amount of the grant for that year shall be that proportion of the grant otherwise payable which the period of attendance bears to the full scholastic year.</p> <p>(f) Where the period of service of the staff member does not cover the full scholastic year, the amount of the grant for that year shall normally be proportionally adjusted.</p> <p><u>Travel expenses related to the special education grant</u></p> <p>(g) Travel expenses payable in terms of Staff Regulation 3.2 shall not be paid if the requested journey is unreasonable, either because of its timing in relation to other authorised travel of the staff member or his or her eligible family members or because of the brevity of the visit in relation to the expense involved.</p> <p>(h) Where attendance is for less than two-thirds of the school year, travel expenses shall not normally be payable.</p> <p>(i) Transportation expenses shall not exceed the cost of a journey between the staff member's home country and The Hague.</p> <p><u>Claims for the education grant</u></p> <p>(j) Claims for the education grant shall be submitted through the relevant electronic system and supported by evidence satisfactory to the Director-General, when requested.</p>

<p>Existing Text of the Interim Staff Rules</p>	<p>Amendments to the Interim Staff Rules</p>
<p><u>Establishment of the education grant in local currency</u></p> <p>(k) When educational expenses are incurred outside the Netherlands, the amounts shall be established in local currency.</p>	
<p><u>Rule 3.2.03 Special education grant for disabled children</u></p> <p>(a) A special education grant for disabled children shall be available to all fixed-term staff members of all categories, regardless of whether or not they are serving in their home country.</p> <p>(b) The amount of the grant shall be as provided for in Staff Regulation 3.2(c). "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 attain the highest possible level of functional ability.</p> <p>(c) The grant shall be computed on the basis of the calendar year if the child is unable to attend a normal educational institution or on 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. In exceptional cases, the age limit may be extended up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of 28 years.</p>	<p><u>Rule 3.2.03 Special Education Grant for a child with a disability</u></p> <p>(a) A special education grant for children with a disability shall be available to all fixed-term staff members of all categories, regardless of whether or not they are serving in their home country.</p> <p>(b) The amount of the grant shall be as provided for in Staff Regulation 3.2(c). "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 child with a disability in order that he or she may attain the highest possible level of functional ability.</p> <p>(c) The grant shall be computed on the basis of the calendar year if the child is unable to attend a regular educational institution or on the basis of the school year if the child is in full-time attendance at a regular educational institution while receiving special teaching or training. The grant shall be payable in respect of any child with a disability 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. In exceptional cases, the age limit may be extended up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of 28 years.</p>

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<p>(d) 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.</p> <p>(e) Claims for the grant shall be submitted annually in writing and supported by medical evidence satisfactory to the Director-General 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.</p> <p>(f) The provisions of Staff Rule 3.2.01(k) above shall also apply to the computation and payment of the special education grant for disabled children.</p> <p>(g) Where the disabled child attends an educational institution away from The Hague, travel costs may be paid for up to two round trips per school year between the educational institution and The Hague, provided the Director-General is satisfied that the needs of the disabled child require attendance at the educational institution. In very exceptional circumstances, travel may also be reimbursed for the person accompanying the disabled child</p>	<p>(d) 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.</p> <p>(e) Claims for the grant shall be submitted annually through the relevant electronic system and supported by medical evidence satisfactory to the Director-General regarding the child's disability, as required. 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.</p> <p>(f) Where the child with a disability attends an educational institution away from The Hague, travel costs may be paid for up to two round trips per school year between the educational institution and The Hague, provided the Director-General is satisfied that the needs of the child with a disability require attendance at the educational institution. In very exceptional circumstances, travel may also be reimbursed for the person accompanying the child with a disability.</p> <p>(g) The Director-General shall specify the terms and conditions applicable to travel associated with the education grant in an Administrative Directive.</p>

<p style="text-align: center;">Existing Text of the Interim Staff Rules</p>	<p style="text-align: center;">Amendments to the Interim Staff Rules</p>
<p><u>Rule 3.4.01 Dependency allowances</u></p> <p>(a) All staff members whose salary rates are set by the Director-General under paragraph 1 of Annex I to the Staff Regulations shall be entitled to receive a dependency allowance. The terms, conditions and rates of the dependency allowances shall be as determined by the Director-General in an Administrative Directive and based on the rates applied by the United Nations common system.</p> <p>(b) Where the staff member or his or her spouse receives a direct governmental grant in respect of a child, the dependency allowance payable under this Rule for such a child shall be the approximate amount by which the governmental grant is less than such a dependency 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 dependency allowance payable under this Rule, no such allowance will be payable to the staff member concerned.</p> <p>(c) Staff members shall be responsible for notifying the Director-General in writing of claims for a dependency allowance and may be required to support such claims by documentary evidence satisfactory to the Director-General. They shall be responsible for reporting to the Director-General any change in the status of a dependant affecting the payment of this allowance.</p> <p>(d) A dependency allowance shall be paid in respect of not more</p>	<p><u>Rule 3.4.01 Dependency allowances</u></p> <p>(a) All staff members whose salary rates are set by the Director-General under paragraph 1 of Annex I to the Staff Regulations shall be entitled to receive dependency allowances. The terms, conditions and rates of the dependency allowances shall be as determined by the Director-General in an Administrative Directive and based on the rates applied by the United Nations common system.</p> <p>(b) Where the staff member or his or her spouse receives a direct governmental grant in respect of a child, the dependent child allowance or single parent allowance payable under this Rule for such a child shall be the approximate amount by which the governmental grant is less than such a dependent child allowance or single parent allowance. In no case shall the sum of the two payments be less than the rate applicable under the Staff Regulations and Rules. In the event that the governmental grant equals or exceeds the dependency allowances payable under this Rule, no such allowance will be payable to the staff member concerned.</p> <p>(c) Staff members shall be responsible for notifying the Director-General through the relevant electronic system of claims for a dependency allowance and may be required to support such claims by documentary evidence satisfactory to the Director-General. They shall be responsible for reporting to the Director-General any change in the status of a dependant affecting the payment of this allowance.</p> <p>(d) A dependency allowance shall be paid in respect of not more</p>

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<p>than one dependent parent, brother or sister qualifying as a secondary dependant, and such payment shall not be made when a payment is being made for a dependent spouse.</p> <p><u>Rule 3.4.02 Definition of dependency</u></p> <p>For the purposes of the Staff Regulations and Rules:</p> <p>(a) A “dependent spouse” shall be a spouse whose occupational earnings, if any, do not exceed the lowest entry level of the General Service category’s gross salary scales in force on 1 January of the year concerned at the UN duty station in the country of the spouse’s place of work, provided that for the spouse of a staff member in the Professional and higher category the amount of such entry level shall not be less than the equivalent of the lowest entry level at the base of the salary system (GS-2, step I, for New York).</p> <p>(b) A “dependent child” shall be:</p> <p>(i) a staff member’s natural or legally adopted child;</p> <p>(ii) a staff member’s stepchild, if residing with the staff member; or</p> <p>(iii) any other child as may be determined by the Director-General under special conditions set out in an administrative directive,</p> <p>so long as the child is under the age of 18 years or, if the child is in full-time</p>	<p>than one dependent parent, brother or sister qualifying as a secondary dependant, and such payment shall not be made when a payment is being made for a dependent spouse.</p> <p><u>Rule 3.4.02 Definition of dependency</u></p> <p>For the purposes of the Staff Regulations and Rules:</p> <p>(a) A “dependent spouse” shall be a spouse whose earnings, if any, do not exceed the lowest entry level of the General Service category’s gross salary scales in force on 1 January of the year concerned at the UN duty station in the country of the spouse’s place of work, provided that for the spouse of a staff member in the Professional and higher category the amount of such entry level shall not be less than the equivalent of the lowest entry level at the base of the salary system (GS-2, step I, for New York).</p> <p>(b) A “child” is any of the following children for whom the staff member provides main and continuing support:</p> <p>(i) a staff member’s natural or legally adopted child; or</p> <p>(ii) a staff member’s stepchild who is residing with the staff member; or</p> <p>(iii) any other child as may be determined by the Director-General under special conditions set out in an Administrative Directive,</p> <p>(c) A “dependent child” is a child who meets one of the following criteria:</p>

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<p>attendance at a school or university (or similar educational institution), under the age of 21 years, and the staff member provides main and continuing support for the child. In the case of a child over the age of 18 years who is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration, the requirements as to school attendance and age shall be waived.</p> <p>(c) A staff member claiming a child as dependent must certify that he or she provides main and continuing support for the child. This certificate must be supported by documentary evidence satisfactory to the Director-General, if a child:</p> <ul style="list-style-type: none"> (i) does not reside with the staff member because of divorce or legal separation of the staff member; (ii) is married; or (iii) is regarded as a dependant under the special conditions referred to above. <p>(d) A “secondary dependant” shall be the father, mother, brother, or 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 fulfils the same age and school attendance requirements established for a dependent child. If the brother</p>	<ul style="list-style-type: none"> (i) The child is under the age of 18 years; (ii) The child is between the ages of 18 and 21 years and attends university or its equivalent full-time; the requirements of residing with the staff member does not apply in this case; or (iii) The child is of any age and has a disability that is permanent or for a period that is expected to be long-term that prevents substantial gainful employment. <p>(d) A staff member claiming a child as dependent must certify that he or she provides main and continuing support for the child. This certificate must be supported by documentary evidence satisfactory to the Director-General, if a child:</p> <ul style="list-style-type: none"> (i) does not reside with the staff member because of divorce or legal separation of the staff member; (ii) is married; or (iii) is regarded as a dependant under the special conditions referred to above. <p>(e) A “secondary dependant” shall be the father, mother, brother, or 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. The conditions regarding age, school attendance and disability are the same for a brother or sister as those applicable to a staff member’s child in paragraph (c) above.</p>

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<p>or sister is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration, the requirements as to school attendance and age shall be waived.</p> <p><u>Rule 4.1.04 International recruitment</u></p> <p>(a) Staff members other than those regarded under Staff Rule 4.1.03 as having been locally recruited shall be considered as having been internationally recruited. The allowances and benefits in general available to internationally recruited fixed-term staff members include: payment of travel expenses upon initial appointment and on separation for themselves and their spouses and dependent children, removal of household goods or shipment of personal effects, assignment grant, home leave where applicable, education grant and repatriation grant as detailed in the relevant Staff Rules.</p> <p>(b) A staff member who has changed his or her residential status in such a way that he or she may, in the opinion of the Director-General, be deemed to be a permanent resident of any country other than that of his or her nationality may lose entitlement to the allowances referred to in paragraph (a) above, if the Director-General considers that the continuation of such entitlement would be contrary to the purposes for which such allowances were created.</p>	<p><u>Rule 4.1.04 International recruitment</u></p> <p>(a) Staff members other than those regarded under Staff Rule 4.1.03 as having been locally recruited shall be considered as having been internationally recruited. The allowances and benefits in general available to internationally recruited fixed-term staff members include: payment of travel expenses upon initial appointment and on separation for themselves and their spouses and dependent children, relocation shipment or shipment of personal effects, settling-in grant, home leave where applicable, education grant and repatriation grant as detailed in the relevant Staff Rules.</p> <p>(b) A staff member who has changed his or her residential status in such a way that he or she may, in the opinion of the Director-General, be deemed to be a permanent resident of any country other than that of his or her nationality may lose entitlement to the allowances referred to in paragraph (a) above, if the Director-General considers that the continuation of such entitlement would be contrary to the purposes for which such allowances were created.</p>

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<p><u>Rule 7.1.02 Official travel of family members</u></p> <p>(a) Subject to the conditions laid down in these Staff Rules and determined by the Director-General in an Administrative Directive, the Organisation shall pay the travel expenses of a staff member's eligible family members under the following circumstances:</p> <p>(i) on the initial fixed-term appointment of a staff member who is considered to have been internationally recruited under the provisions of Staff Rule 4.1.04, , provided the staff member's services are expected by the Director-General to continue for more than six months beyond the date on which travel of his or her family members commences;</p> <p>(ii) following completion by the staff member of not less than one year of continuous service, provided his or her services are expected by the Director-General to continue for more than six months beyond the date on which travel of his or her family members commences;</p> <p>(iii) on home leave, in accordance with the provisions of Staff Rule 5.2.01;</p> <p>(iv) on separation of a staff member from service, provided the staff member's appointment was for a period of one year or longer or the staff member had completed not less than one year of continuous service;</p>	<p><u>Rule 7.1.02 Official travel of family members</u></p> <p>(a) Subject to the conditions laid down in these Staff Rules and determined by the Director-General in an Administrative Directive, the Organisation shall pay the travel expenses of a staff member's eligible family members under the following circumstances:</p> <p>(i) on the initial fixed-term appointment of a staff member who is considered to have been internationally recruited under the provisions of Staff Rule 4.1.04, provided the staff member's services are expected by the Director-General to continue for more than six months beyond the date on which travel of his or her family members commences;</p> <p>(ii) following completion by the staff member of not less than one year of continuous service, provided his or her services are expected by the Director-General to continue for more than six months beyond the date on which travel of his or her family members commences;</p> <p>(iii) on home leave, in accordance with the provisions of Staff Rule 5.2.01;</p> <p>(iv) on separation of a staff member from service, provided the staff member's appointment was for a period of one year or longer or the staff member had completed not less than one year of continuous service;</p>

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<p>(v) on journeys approved in connection with the education of a staff member's child;</p> <p>(vi) on travel authorised for medical or in other appropriate cases, when, in the opinion of the Director-General, there are compelling reasons for paying such expenses.</p> <p>(b) Under subparagraphs (a)(i) and (ii) above, the Organisation shall pay the travel expenses of a staff member's eligible family members either from the place of recruitment or from the place of home leave. Should a staff member wish to bring any eligible family member to The Hague from any other place, the travel expenses borne by the Organisation shall not exceed the maximum amount that would have been payable on the basis of travel from the place of recruitment or home leave.</p> <p>(c) Under subparagraph (a)(iv) above, the Organisation shall pay the travel expenses of a staff member's eligible family members from The Hague to the place to which the staff member is entitled to be returned in accordance with the provisions of Staff Rule 7.1.01. Where both spouses are staff members and either or both are entitled to the payment of travel expenses on separation from service, and taking into account Staff Rule 4.3.01(d), travel expenses shall be paid for each of them only upon their own separation from service. Where both spouses are entitled to return travel expenses, each staff member shall have the choice either of exercising his or her own entitlement or of accompanying the other spouse, provided that in no case shall such expenses be</p>	<p>(v) on journeys approved in connection with the special education of a staff member's child;</p> <p>(vi) on travel authorised for medical or in other appropriate cases, when, in the opinion of the Director-General, there are compelling reasons for paying such expenses.</p> <p>(b) Under subparagraphs (a)(i) and (ii) above, the Organisation shall pay the travel expenses of a staff member's eligible family members either from the place of recruitment or from the place of home leave. Should a staff member wish to bring any eligible family member to The Hague from any other place, the travel expenses borne by the Organisation shall not exceed the maximum amount that would have been payable on the basis of travel from the place of recruitment or home leave.</p> <p>(c) Under subparagraph (a)(iv) above, the Organisation shall pay the travel expenses of a staff member's eligible family members from The Hague to the place to which the staff member is entitled to be returned in accordance with the provisions of Staff Rule 7.1.01. Where both spouses are staff members and either or both are entitled to the payment of travel expenses on separation from service, and taking into account Staff Rule 4.3.01(d), travel expenses shall be paid for each of them only upon their own separation from service. Where both spouses are entitled to return travel expenses, each staff member shall have the choice either of exercising his or her own entitlement or of accompanying the other spouse, provided that in no case shall such expenses be</p>

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<p>paid for a staff member while he or she remains in the service of the Organisation.</p>	<p>paid for a staff member while he or she remains in the service of the Organisation.</p>
<p><u>Rule 7.1.04 Eligible family members</u></p>	<p><u>Rule 7.1.04 Eligible family members</u></p>
<p>(a) Eligible family members, for the purposes of official travel, shall be deemed to comprise the staff member's spouse and those children recognised as dependent under Staff Rule 3.4.02(b). In addition, children in respect of whom an education grant is payable, even though they are no longer recognised as dependent under Staff Rule 3.4.02(b), shall be eligible for education grant travel.</p>	<p>(a) Eligible family members, for the purposes of official travel, shall be deemed to comprise the staff member's spouse and those children recognised as dependent under Staff Rule 3.4.02(c). In addition, children in respect of whom a special education grant is payable shall be eligible for education grant travel.</p>
<p>(b) The Director-General may authorise payment of the travel expenses of a child for one trip either to The Hague or to his or her home country beyond the age when the dependency status of the child would otherwise cease under the relevant Staff Regulations and Rules, either within one year of the time that the child is no longer considered a dependent or upon completion of the child's continuous full-time attendance at a university, when the attendance at the university commenced during the period of recognised dependency status.</p>	<p>(b) The Director-General may authorise payment of the travel expenses of a child for one trip either to The Hague or to his or her home country beyond the age when the dependency status of the child would otherwise cease under the relevant Staff Regulations and Rules, either within one year of the time that the child is no longer considered a dependent or upon completion of the child's continuous full-time attendance at a university, when the attendance at the university commenced during the period of recognised dependency status.</p>
<p>(c) Notwithstanding Staff Rule 7.1.02(a)(iv), the Director-General may also authorise payment of the travel expenses for repatriation purposes of a former spouse.</p>	<p>(c) Notwithstanding Staff Rule 7.1.02(a)(iv), the Director-General may also authorise payment of the travel expenses for repatriation purposes of a former spouse.</p>

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<p><u>Rule 7.1.13 Assignment grant</u></p> <p>(a) A staff member who travels at the Organisation's expense to The Hague for an assignment expected to be of at least one year's duration shall be paid an assignment grant, subject to the conditions set forth below in accordance with the relevant United Nations rules.</p> <p>(b) The amount of the assignment grant shall be equivalent to:</p> <p>(i) 30 days of subsistence allowance at the daily rate applicable under subparagraph (c)(i) below; and</p> <p>(ii) 30 days of subsistence allowance at half such daily rate in respect of each family member for whom travel expenses have been paid by the Organisation under Staff Rule 7.1.02 (a)(i) or (ii).</p> <p>The above-mentioned amounts shall be calculated on the basis of the rate prevailing on the date of arrival at The Hague of the staff member or of the staff member's family member, as appropriate.</p> <p>(c) (i) The Director-General may establish special rates of subsistence allowance for the purposes of the assignment grant for specific categories of staff and publish such rates in an Administrative Directive.</p> <p>(ii) Under conditions determined by the Director-General, the limit of 30 days provided in paragraph (b) above may be</p>	<p><u>Rule 7.1.13 Settling-in grant</u></p> <p>(a) A staff member who travels at the Organisation's expense to The Hague for an assignment expected to be of at least one year's duration shall be paid a settling-in grant, subject to the conditions set forth below and as determined by the Director-General in an Administrative Directive in accordance with the relevant United Nations rules.</p> <p>(b) The amount of the settling-in grant shall be equivalent to:</p> <p>(i) 30 days of subsistence allowance at the daily rate applicable under subparagraph (c)(i) below; and</p> <p>(ii) 30 days of subsistence allowance at half such daily rate in respect of each family member for whom travel expenses have been paid by the Organisation under Staff Rule 7.1.02 (a)(i) or (ii).</p> <p>The above-mentioned amounts shall be calculated on the basis of the rate prevailing on the date of arrival at The Hague of the staff member or of the staff member's family member, as appropriate.</p> <p>(c) (i) The Director-General may establish special rates of subsistence allowance for the purposes of the settling-in grant for specific categories of staff and publish such rates in an Administrative Directive.</p> <p>(ii) Under conditions determined by the Director-General, the limit of 30 days provided in paragraph (b) above may be</p>

<p>Existing Text of the Interim Staff Rules</p>	<p>Amendments to the Interim Staff Rules</p>
<p>extended to a maximum of 90 days. The amount of the grant during the extended period shall be up to 60 per cent of the appropriate prevailing rate.</p> <p>(d) In addition to any amount of grant paid under paragraph (b) above, a lump sum equal to one month of the staff member's net base salary and, where appropriate, post adjustment at The Hague may be paid under conditions determined by the Director-General. The lump sum shall only be payable if the staff member is not entitled to removal costs under Staff Rule 7.2.01.</p> <p>(e) Where both spouses are staff members who are travelling at the Organisation's expense to The Hague, and taking into account Staff Rule 4.3.01(d), the daily subsistence allowance portion of the assignment shall be paid each in respect of himself or herself. If they have a dependent child or children, the assignment grant in respect of such child or children shall be paid to the staff member on whom the child is to be dependent.</p> <p>(f) If both spouses would otherwise qualify for the lump sum portion of the grant, such lump sum shall be paid only to the spouse whose lump sum portion yields the higher amount.</p> <p>(g) In cases where the staff member has not completed one year of service, the grant shall be adjusted proportionately and recovery made under conditions determined by the Director-General who, in exceptional circumstances, may decide to waive recovery for reasons to be recorded in writing.</p>	<p>extended to a maximum of 90 days. The amount of the grant during the extended period shall be up to 60 per cent of the appropriate prevailing rate.</p> <p>(d) Where both spouses are staff members who are travelling at the Organisation's expense to The Hague, and taking into account Staff Rule 4.3.01(d), the settling-in grant shall be paid each in respect of himself or herself. If they have a dependent child or children, the settling-in grant in respect of such child or children shall be paid to the staff member on whom the child is recognised to be dependent.</p> <p>(e) In cases where the staff member has not completed one year of service, the grant shall be adjusted proportionately and recovery made under conditions determined by the Director-General who, in exceptional circumstances, may decide to waive recovery for reasons to be recorded in writing.</p> <p>(f) The Director-General may, in appropriate cases, authorise payment of all or part of the settling-in grant where the Organisation has not been required to pay travel expenses upon the appointment of a staff member regarded as internationally recruited under Staff Rule 4.1.04.</p>

<p style="text-align: center;">Existing Text of the Interim Staff Rules</p>	<p style="text-align: center;">Amendments to the Interim Staff Rules</p>
<p>(h) The Director-General may, in appropriate cases, authorise payment of all or part of the assignment grant where the Organisation has not been required to pay travel expenses upon the appointment of a staff member regarded as internationally recruited under Staff Rule 4.1.04.</p> <p><u>Rule 7.1.14 Excess baggage and unaccompanied shipments</u></p> <p>(a) For the purposes of these Staff Rules “excess baggage” shall mean baggage in excess of the weight or volume carried without extra charge by transportation companies, and “personal effects and household goods” shall be as defined in Staff Rule 7.2.01(e).</p> <p>(b) Staff members travelling at the Organisation's expense shall be entitled to payment of excess baggage for themselves and their eligible family members to the extent determined by the Director-General in an Administrative Directive in accordance with the relevant United Nations rules.</p> <p>(c) When the authorised travel is by air or by land, charges for unaccompanied shipment of personal baggage relating to travel on home leave or education grant may be reimbursed to the extent determined by the Director-General in an Administrative Directive in accordance with the relevant United Nations rules.</p>	<p><u>Rule 7.1.14 Excess baggage and unaccompanied shipments</u></p> <p>(a) For the purposes of these Staff Rules “excess baggage” shall mean accompanied baggage in excess of the weight or volume carried without extra charge by transportation companies, and “personal effects and household goods” shall be as defined in Staff Rule 7.2.01(e).</p> <p>(b) Staff members travelling at the Organisation's expense shall be entitled to payment of excess baggage for themselves and their eligible family members to the extent determined by the Director-General in an Administrative Directive in accordance with the relevant United Nations rules.</p> <p>(c) When the authorised travel is by air or by land, charges for unaccompanied shipment of personal baggage relating to travel on home leave or the special education grant may be reimbursed to the extent determined by the Director-General in an Administrative Directive in accordance with the relevant United Nations rules.</p>

<p>Existing Text of the Interim Staff Rules</p>	<p>Amendments to the Interim Staff Rules</p>
<p>(d) For travel on appointment or assignment for one year or more, on transfer or on separation from service in the case of an appointment for one year or more, where no entitlement to removal costs exists under Staff Rule 7.2.01, a staff member shall be paid expenses incurred in transporting personal effects and household goods by the most economical means up to a maximum as determined by the Director-General in an Administrative Directive in accordance with the relevant United Nations rules.</p> <p>(e) For travel on appointment or separation from service, where entitlement to removal costs does exist under Staff Rule 7.2.01, a staff member shall be paid expenses incurred in transporting, as an unaccompanied shipment, a reasonable amount of personal effects and household goods as an advance removal shipment, by the most economical means on the terms and conditions determined by the Director-General in an Administrative Directive in accordance with the relevant United Nations rules.</p>	<p>(d) For travel on appointment for one year or more, or on separation from service in the case of an appointment for one year or more, where no entitlement to relocation shipment exists under Staff Rule 7.2.01, a staff member shall be paid expenses incurred in transporting an unaccompanied shipment by the most economical means up to a maximum as determined by the Director-General in an Administrative Directive.</p>
<p><u>Rule 7.2.01 Removal cost</u></p> <p>(a) When an internationally recruited staff member who is serving outside his or her home country is to serve for a continuous period that is expected to be one year or longer, the Director-General shall decide whether to pay the non-removal allowance under Staff Rule 7.2.03 or to pay the costs for the removal of the staff member's personal effects and household goods under the following circumstances:</p>	<p><u>Rule 7.2.01 Relocation shipment</u></p> <p>(a) An internationally recruited staff member who is serving outside his or her home country is to serve for a continuous period that is expected to be one year or longer, shall be entitled to relocation shipment for full removal of the staff member's personal effects and household goods under the following circumstances and in accordance with conditions established by the Director-General:</p>

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<p>(i) on initial appointment for a period of one year or longer;</p> <p>(ii) upon completion of one year of continuous service;</p> <p>(iii) upon separation from service, provided that the staff member had an appointment for a period of one year or longer or had completed not less than one year of continuous service and had been granted removal to The Hague.</p> <p>(b) Under subparagraphs (a)(i) and (ii) above, the Organisation shall pay the expenses of removing a staff member's personal effects and household goods either from the place of recruitment or from the place of home leave under Staff Rule 5.2.01, provided that the effects and goods were in the staff member's possession at the time of appointment and are being transported for his or her own use. Payment of removal expenses from a place other than one of those specified above may be authorised by the Director-General in exceptional cases, on such terms and conditions as the Director-General deems appropriate. No expenses shall be paid for removing a staff member's personal effects and household goods from one residence to another in The Hague or within commutable distance thereof.</p> <p>(c) Under subparagraph (a)(iii) above, the Organisation shall pay the expenses of removing a staff member's personal effects and household goods from The Hague to any one place to which the staff member is entitled to be returned with the provisions of Staff Rule 7.1.01 or any other one place authorised by the Director-General in exceptional cases on</p>	<p>(i) on initial appointment for a period of one year or longer;</p> <p>(ii) upon completion of one year of continuous service;</p> <p>(iii) upon separation from service, provided that the staff member had an appointment for a period of one year or longer or had completed not less than one year of continuous service and had been granted a relocation shipment to The Hague.</p> <p>(b) Under subparagraphs (a)(i) and (ii) above, the Organisation shall pay the expenses of a relocation shipment either from the place of recruitment or from the place of home leave under Staff Rule 5.2.01. Payment of the relocation shipment expenses from a place other than one of those specified above may be authorised by the Director-General in exceptional cases, on such terms and conditions as the Director-General deems appropriate. No relocation shipment expenses shall be paid for removing a staff member's personal effects and household goods from one residence to another in the Netherlands.</p> <p>(c) Under subparagraph (a)(iii) above, the Organisation shall pay the expenses of the relocation shipment from The Hague to any one place to which the staff member is entitled to be returned in accordance with the provisions of Staff Rule 7.1.01 or any other one place authorised by the Director-General in exceptional cases on such terms and conditions as the Director-</p>

<p>Existing Text of the Interim Staff Rules</p>	<p>Amendments to the Interim Staff Rules</p>
<p>such terms and conditions as the Director-General deems appropriate, provided that the effects and goods were in the staff member's possession at the time of separation from service and are being transported for his or her own use.</p> <p>(d) Payment by the Organisation of removal expenses shall be subject to such further terms and conditions as determined by the Director-General in an Administrative Directive and based on the terms and conditions normally applied by the United Nations common system, including reasonable limits on the weight and volume of personal effects and household goods which are covered.</p> <p>(e) For the purposes of unaccompanied shipments and removal, personal effects and household goods shall include all effects and goods normally required for personal or household use, provided that animals, boats, automobiles, motorcycles, trailers and other power-assisted conveyances shall in no case be considered as such effects and goods.</p> <p>(f) Where both spouses are staff members and each is entitled to removal of personal effects and household goods or to unaccompanied shipment under Staff Rule 7.1.14(d), and taking into account Staff Rule 4.3.01(d), the maximum weight or volume that may be removed at the Organisation's expense for both of them shall be that provided for a spouse or dependent child(ren) residing at The Hague.</p> <p>(g) When a staff member is internationally recruited and the non-removal allowance is authorised, the Organisation shall pay the cost of the storage of personal effects and household goods</p>	<p>General deems appropriate.</p> <p>(d) The relocation shipment shall be by the most economical means and subject to such further terms and conditions as determined by the Director-General in an Administrative Directive and based on the terms and conditions normally applied by the United Nations common system, including reasonable limits on the volume of personal effects and household goods which are covered.</p> <p>(e) For the purposes of unaccompanied shipments and relocation shipments, personal effects and household goods shall include all effects and goods normally required for personal or household use, provided that animals, boats, automobiles, motorcycles, trailers and other power-assisted conveyances shall in no case be considered as such effects and goods.</p> <p>(f) Where both spouses are staff members and each is entitled to relocation shipment or to unaccompanied shipment under Staff Rule 7.1.14(d), and taking into account Staff Rule 4.3.01(d), the maximum weight or volume that may be removed at the Organisation's expense for both of them shall be that provided for a staff member with a spouse or dependent child(ren) residing at The Hague.</p> <p>(g) A lump sum amount may be paid in lieu of the relocation shipment under conditions established by the Director-General.</p>

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<p>and other pertinent charges, including the cost of insurance, on such terms and conditions as are determined by the Director-General in an Administrative Directive and based on the terms and conditions generally applied by the United Nations common system.</p> <p><u>Rule 7.2.02 Insurance of Removal</u></p> <p>The cost of insurance of personal objects and household goods in transit under Rule 7.2.01 shall be reimbursed up to a maximum valuation as determined by the Director-General in an Administrative Directive.</p> <p><u>Rule 7.2.03 Non-removal allowance</u></p>	<p>(h) The Director-General shall promulgate the terms and conditions of the relocation shipment in an Administrative Directive.</p>
<p>(a) Where the appointment is for one year or more, full removal costs will normally be paid.</p> <p>(b) In cases where the Director-General elects not to offer to pay the full removal cost, a non-removal allowance will be paid to compensate for the absence of an entitlement to removal of household goods to The Hague. It accounts for three percentage points at the net salary at P-4 level, step VI at the dependency rate. The resulting annual amounts of the allowance are applicable to staff at level P-4 and P-5. For staff at the D-1 and D-2 levels, the amounts are increased by 13 percent; for those at the P-1 to P 3 levels, the amounts are reduced by 13 percent. These are the dependency rates for the different levels. The single rates are 75 percent of the dependency rates.</p> <p>(c) The non-removal allowance is not payable to staff on initial appointment in the home country, where such appointment</p>	<p><u>Rule 7.2.02 Insurance of Relocation shipment</u></p> <p>The cost of insurance of personal objects and household goods in transit under Rule 7.2.01 shall be reimbursed up to a maximum valuation as determined by the Director-General in an Administrative Directive.</p> <p><u>DELETED</u></p>

<p>Existing Text of the Interim Staff Rules</p>	<p>Amendments to the Interim Staff Rules</p>
<p>does not give rise to a right to removal costs as provided for by Staff Rule 7.2.01.</p> <p><u>Rule 7.2.04 Loss of entitlement to unaccompanied shipment or removal expenses</u></p> <p>(a) A staff member who resigns before completing one year of service shall not normally be entitled to payment of removal expenses under Staff Rule 7.2.01 above.</p> <p>(b) Entitlement to removal expenses under Staff Rule 7.2.01(a)(i) and (ii) shall normally cease if removal has not commenced within one year after the date on which the staff member became entitled to removal expenses or if the staff member's services are not expected to continue for more than six months beyond the proposed date of arrival of the personal effects and household goods.</p> <p>(c) Upon separation from service, entitlement to unaccompanied shipment expenses under Staff Rule 7.1.14(d) or removal expenses under Staff Rule 7.2.01 shall cease if the shipment or removal has not commenced within six months or one year, respectively, after the date of separation. However, where both spouses are staff members and the spouse who separates first is entitled to unaccompanied shipment or removal expenses, and taking into account Staff Rule 4.3.01(d), his or her entitlement shall not cease until six months or one year, as the case may be, after the date of separation of the other spouse.</p>	<p><u>Rule 7.2.03 Loss of entitlement to unaccompanied shipment or relocation shipment expenses</u></p> <p>(a) A staff member who resigns before completing one year of service shall not normally be entitled to payment of relocation shipment expenses under Staff Rule 7.2.01 above.</p> <p>(b) Entitlement to relocation shipment expenses under Staff Rule 7.2.01(a)(i) and (ii) shall normally cease if relocation shipment has not commenced within one year after the date on which the staff member became entitled to such shipment expenses or if the staff member's services are not expected to continue for more than six months beyond the proposed date of arrival of the personal effects and household goods.</p> <p>(c) Upon separation from service, entitlement to unaccompanied shipment expenses under Staff Rule 7.1.14(d) or relocation shipment expenses under Staff Rule 7.2.01 shall cease if the unaccompanied or relocation shipment has not commenced within six months or one year, respectively, after the date of separation. However, where both spouses are staff members and the spouse who separates first is entitled to unaccompanied shipment or relocation shipment expenses, and taking into account Staff Rule 4.3.01(d), his or her entitlement shall not cease until six months or one year, as the case may be, after the date of separation of the other spouse.</p>

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<p><u>Rule 9.4.01 Repatriation grant</u></p> <p>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:</p> <p>(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.</p> <p>(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.</p> <p>(c) 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</p>	<p><u>Rule 9.4.01 Repatriation grant</u></p> <p>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:</p> <p>(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.</p> <p>(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.</p> <p>(c) “Country of nationality” shall mean the country of nationality recognised by the Director-General.</p> <p>(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.</p> <p>(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</p>

<p>Existing Text of the Interim Staff Rules</p>	<p>Amendments to the Interim Staff Rules</p>
<p>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.</p> <p>(d) Payment of the repatriation grant shall be subject to the provision by the staff member of documentary evidence of relocation away from the Netherlands.</p> <p>(e) 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.</p> <p>(f) Payment of the repatriation grant shall be calculated:</p> <p>(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;</p> <p>(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.</p> <p>(g) Payment shall be at the rates specified in Annex IV to the Staff Regulations.</p>	<p>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.</p> <p>(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.</p> <p>(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.</p> <p>(h) Payment of the repatriation grant shall be calculated:</p> <p>(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;</p> <p>(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.</p> <p>(i) The amount of the 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</p>

Existing Text of the Interim Staff Rules	Amendments to the Interim Staff Rules
<p>(h) 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.</p> <p>(i) A dependent child, for the purpose of a repatriation grant, shall mean a child recognised as dependent under Staff Rule 3.4.02(b) at the time of the staff member's separation from service. The repatriation grant shall be paid at the rate for a staff member with a spouse or dependent child to eligible staff members regardless of the place of residence of the spouse or dependent child.</p> <p>(j) 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 single rates, 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 single rate for the whole period of qualifying service, or, if eligible, at the rate applicable to a staff member with a spouse or dependent child for the whole period of his or her qualifying service, from which shall normally be deducted the amount of the difference between the dependency rate and the single rate of the repatriation grant paid to the first parent.</p>	<p>established by the Director-General for determining the length of qualifying service for repatriation grant purposes.</p> <p>(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.</p> <p>(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.</p> <p>(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 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.</p>

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<p>(k) 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.</p> <p>(l) 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.</p>	<p>(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.</p> <p>(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.</p>

TABLE 2: CHANGES TO THE OPCW INTERIM STAFF RULES AS A RESULT OF INTERNAL ADMINISTRATIVE REVIEW

Existing Text of the Interim Staff Rules	Amendments to the Interim Staff Rules
<p><u>Rule 1.2.02 Hours of work</u></p> <p>(a) The Director-General shall determine in an Administrative Directive the normal working hours within a normal working week of 40 hours as well as any exceptions thereto required by the needs of service.</p> <p>(b) A staff member shall be required to work beyond the normal working hours whenever required to do so on the terms and conditions to be determined by the Director-General in an Administrative Directive.</p> <p>(c) Staff members in the General Service category who are to work in excess of the normal working hours shall receive additional payments or shall be given compensatory time off under terms and conditions determined by the Director-General in an Administrative Directive.</p> <p>(d) Staff members may be placed on standby duty and shall receive a standby duty rate of compensation as determined by the Director-General in an Administrative Directive.</p>	<p><u>Rule 1.2.02 Hours of work</u></p> <p>(a) The Director-General shall determine in an Administrative Directive the normal working hours within a normal working week of 40 hours as well as any exceptions thereto required by the needs of service.</p> <p>(b) A staff member shall be required to work beyond the normal working hours whenever required to do so on the terms and conditions determined by the Director-General in an Administrative Directive.</p> <p>(c) Staff members in the General Service category who are to work in excess of the normal working hours shall receive additional payments or shall be given compensatory time off under terms and conditions determined by the Director-General in an Administrative Directive.</p> <p>(d) Staff members may be placed on standby duty and shall receive a standby duty rate of compensation as determined by the Director-General in an Administrative Directive.</p>
<p><u>Rule 1.5.02 Discriminatory Conduct</u></p> <p>The Director-General shall take all appropriate measures to ensure that, consistent with the Staff Regulations and Rules, within the Secretariat no discrimination or other inappropriate conduct based on grounds such as age, race, religion, gender, disability, sexual orientation, language and national or social origin will be tolerated.</p>	<p><u>Rule 1.5.02 Prohibited Conduct</u></p> <p>(a) The Director-General shall promulgate an Administrative Directive defining prohibited conduct and the process by which disciplinary or other appropriate action may be instituted against any staff member demonstrating unsatisfactory conduct in this regard, in accordance with</p>

<p>Existing Text of the Interim Staff Rules</p>	<p>Amendments to the Interim Staff Rules</p>
<p>The Director-General will take disciplinary action against any staff member demonstrating unsatisfactory conduct in this regard.</p>	<p>Article X of the Staff Regulations and Rules.</p> <p>(b) Any form of discrimination or harassment, including but not limited to sexual or gender harassment, as well as abuse in any form at the workplace or in connection with work, is prohibited.</p>
<p><u>Rule 1.5.03 Outside Activities</u></p> <p>(a) Staff members shall not engage in any continuous or recurring outside occupation or employment without the prior approval of the Director-General.</p> <p>(b) A staff member who has occasion to deal in his or her official capacity with any matter involving a business concern in which he or she holds a financial interest shall disclose the measure of that interest to the Director-General.</p> <p>(c) The mere holding of shares in a company or other similar holding in a commercial entity shall not constitute a financial interest within the meaning of this Rule unless such holding constitutes a substantial control.</p>	<p><u>Rule 1.5.03 Outside Activities</u></p> <p>(a) Staff members shall not engage in any continuous or recurring outside occupation or employment, whether remunerated or not, without the prior approval of the Director-General. The Director-General shall establish procedures whereby staff members may seek approval for outside activities which do not conflict with their status as international civil servants in an Administrative Directive.</p> <p>(b) A staff member who has occasion to deal in his or her official capacity with any matter involving a business concern in which he or she holds a financial interest shall disclose the measure of that interest to the Director-General.</p> <p>(c) The mere holding of shares in a company or other similar holding in a commercial entity shall not constitute a financial interest within the meaning of this Rule unless such holding constitutes a substantial control.</p>

Existing Text of the Interim Staff Rules	Amendments to the Interim Staff Rules
<p><u>Rule 1.7.01</u></p> <p>The provisions of Staff Regulation 1.7 do not preclude approval of the acceptance by staff member of academic awards and other tokens of a commemorative character.</p>	<p><u>Rule 1.7.01 Academic awards and commemorative tokens</u></p> <p>The provisions of Staff Regulation 1.7 do not preclude approval of the acceptance by staff member of academic awards and other tokens of a commemorative character.</p>
<p><u>Rule 3.1.03 salary policy on step and level changes</u></p> <p>(a) If a staff member whose service has not been satisfactory is demoted, the staff member's eligibility for salary increment at the lower level will be based on satisfactory service at the lower level.</p> <p>(b) If a staff member whose service has been outstanding is promoted to a higher level, he or she shall be placed at the lowest step in the level to which he or she is promoted that provides an increase in net base salary equal to at least the amount that would have resulted from the granting of two steps at the lower level.</p> <p>(c) If the advancement is effective on the month in which an increment at the lower level is due, such increment will be included in the salary at the lower level, to which two steps will then be added to determine the staff member's salary after such advancement in accordance with paragraph (b) above.</p> <p>(d) The date of the first salary increment at the higher level shall be the anniversary date of the advancement, except that in the case of those increments that require two years of satisfactory service, the first increment at the higher level will become due two years from the date of the advancement.</p>	<p><u>Rule 3.1.03 salary policy on step and level changes</u></p> <p>(a) If a staff member whose service has not been satisfactory is demoted, the staff member's eligibility for salary increment at the lower level will be based on satisfactory service at the lower level.</p> <p>(b) Following a recruitment or promotion process, should a staff member be appointed or promoted to a post of a higher level, he or she shall be placed at the lowest step in the higher level that provides an increase in net base salary equal to at least the amount that would have resulted from the granting of two steps at the lower level.</p> <p>(c) If the advancement is effective on the month in which an increment at the lower level is due, such increment will be included in the salary at the lower level, to which two steps will then be added to determine the staff member's salary after such advancement in accordance with paragraph (b) above.</p> <p>(d) The date of the first salary increment at the higher level shall be the anniversary date of the advancement, except that in the case of those increments that require two years of satisfactory service, the first increment at the higher level will become due two years from the date of the advancement.</p>

Existing Text of the Interim Staff Rules	Amendments to the Interim Staff Rules
<p>(e) Where the total net remuneration before promotion of a staff member in the General Service category exceeds that at the Professional level after promotion, a personal transitional allowance in an amount sufficient to meet the requirements in accordance with the methodology applied by the United Nations common system will be paid until such time as it is overtaken by increases in remuneration at the Professional level.</p>	<p>(e) Where the total net remuneration before promotion of a staff member in the General Service category exceeds that at the Professional level after promotion, a personal transitional allowance in an amount sufficient to meet the requirements in accordance with the methodology applied by the United Nations common system will be paid until such time as it is overtaken by increases in remuneration at the Professional level.</p>
<p><u>Rule 3.1.04 Special post allowance</u></p>	<p><u>Rule 3.1.04 Special post allowance</u></p>
<p>(a) Staff members shall be expected to assume temporarily, as a normal part of their customary work and without extra compensation, the duties and responsibilities of higher level posts.</p>	<p>(a) Staff members shall be expected to assume temporarily, as a normal part of their customary work and without extra compensation, the duties and responsibilities of higher level posts.</p>
<p>(b) A staff member who is called upon to assume the full duties and responsibilities of a post at a level clearly recognisable as higher than his or her own for a temporary period exceeding three months may, in exceptional cases, be granted a special post allowance from the beginning of the fourth month of service at the higher level, which allowance shall not be taken into account in calculating the contributable remuneration for purposes of the Provident Fund.</p>	<p>(b) A staff member who is officially requested to assume the full duties and responsibilities of a post at a level clearly recognisable as higher than his or her own for a temporary period exceeding three months may be granted a special post allowance from the beginning of the fourth month of service at the higher level, which allowance shall not be taken into account in calculating the contributable remuneration for purposes of the Provident Fund.</p>
<p>(c) In the event that a staff member in the General Service category is required to serve in a higher level post in the Professional category, or when a staff member in any category is required to serve in a post which is classified more than one level above his or her level, the allowance may be paid from the date upon which the staff member assumes the higher duties and responsibilities.</p>	<p>(c) In the event that a staff member in the General Service category is required to serve in a higher level post in the Professional category, or when a staff member in any category is required to serve in a post which is classified more than one level above his or her level, the allowance may be made effective from the date upon which the staff member assumes the higher duties and responsibilities, provided at least three</p>

Existing Text of the Interim Staff Rules	Amendments to the Interim Staff Rules
<p>(d) The amount of the special post allowance shall be equivalent to the salary increase (including post adjustment and dependency allowances, if any) which the staff member would have received had the staff member been promoted to the next higher level.</p>	<p>months of service in the higher level function are completed.</p> <p>(d) The amount of the special post allowance shall be equivalent to the salary increase (including post adjustment and dependency allowances, if any) which the staff member would have received had the staff member been promoted to the next higher level.</p> <p>(e) Further terms and conditions under which a special post allowance may be payable shall be established by the Director-General in an Administrative Directive.</p>
<p><u>Rule 4.5.01 Medical report</u></p> <p>All offers of fixed-term appointments shall be made subject to a satisfactory report from the Organisation's medical officer. The report will be based on the results of a medical examination conducted by the Organisation's medical officer or a designated alternate physician. Should the result of the examination be unfavourable, the Director-General may cancel the offer of appointment or amend its terms.</p>	<p><u>Rule 4.5.01 Medical report</u></p> <p>All offers of appointments shall be made subject to a satisfactory report from the Organisation's medical officer. The report will be based on the results of a medical review conducted by the Organisation's medical officer or a designated alternate physician. Should the result of the review be unfavourable, the Director-General may cancel the offer of appointment or amend its terms.</p>
<p><u>Rule 5.1.01 Annual leave</u></p> <p>(a) Staff members shall accrue annual leave while in full pay status at the rate of 30 working days a year, subject to the provisions of Staff Rule 5.3.01(c). No leave shall accrue while a staff member is receiving compensation equivalent to salary and allowances under Staff Rule 6.2.03.</p> <p>(b) (i) Annual leave may be taken in units of days and half-days.</p>	<p><u>Rule 5.1.01 Annual leave</u></p> <p>(a) Staff members shall accrue annual leave while in full pay status at the rate of 30 working days a year, subject to the provisions of Staff Rule 5.3.01(c). No leave shall accrue while a staff member is receiving compensation equivalent to salary and allowances under Staff Rule 6.2.03.</p> <p>(b) (i) Annual leave may be taken in units of full days and half-days.</p>

Existing Text of the Interim Staff Rules	Amendments to the Interim Staff Rules
<p>(ii) Leave may be taken only when authorised. If a staff member is absent from work without authorisation, payment of salary and allowances shall cease for the period of unauthorised absence. However, if, in the opinion of the Director-General, the absence was caused by reasons beyond the staff member's control, and the staff member has accrued annual leave, the absence will be charged to that leave.</p>	<p>(ii) Leave may be taken only when authorised. If a staff member is absent from work without authorisation, payment of salary and allowances shall cease for the period of unauthorised absence. However, if, in the opinion of the Director-General, the absence was caused by reasons beyond the staff member's control, and the staff member has accrued annual leave, the absence will be charged to that leave.</p>
<p>(iii) All arrangements as to leave shall be subject to the exigencies of the service, which may require that leave be taken by a staff member during a period designated by the Director-General. The personal circumstances and preferences of the individual staff member shall, as far as possible, be considered.</p>	<p>(iii) All arrangements as to leave shall be subject to the exigencies of the service, which may require that leave be taken by a staff member during a period designated by the Director-General. The personal circumstances and preferences of the individual staff member shall, as far as possible, be considered.</p>
<p>(c) Annual leave may be accumulated, provided that not more than 30 working days of such leave shall be carried forward beyond 1 January of any year without the prior approval of the Director-General</p>	<p>(c) Annual leave may be accumulated, provided that not more than 30 working days of such leave shall be carried forward beyond 1 January of any year without the prior approval of the Director-General.</p>
<p>(d) Notwithstanding paragraph (c) above, a staff member appointed before 1 January 2011 who has accumulated more than 30 days of annual leave as of 31 December 2010, may carry forward:</p> <ul style="list-style-type: none"> (i) 60 days as of 1 January 2011; (ii) 50 days as of 1 January 2012; (iii) 40 days as of 1 January 2013; and 	<p>(d) A staff member may, in exceptional circumstances, be granted advance annual leave up to a maximum of 10 working days, provided his or her service is expected to continue for a period beyond that necessary to accrue the leave so advanced.</p>

Existing Text of the Interim Staff Rules	Amendments to the Interim Staff Rules
<p>(iv) 30 days as of 1 January 2014.</p> <p>(e) A staff member may, in exceptional circumstances, be granted advance annual leave up to a maximum of 10 working days, provided his or her service is expected to continue for a period beyond that necessary to accrue the leave so advanced.</p>	
<p><u>Rule 5.2.01 Home leave</u></p> <p>(a) Fixed term staff members regarded as international recruits under Staff Rule 4.1.04 and not excluded from home leave under Staff Rule 4.1.04(b), who are serving outside their home country and who are otherwise eligible, shall be entitled, along with their eligible family members, to visit their home country at the Organisation's expense for the purpose of spending in that country a substantial period of annual leave. Leave taken for this purpose shall be under the terms and conditions determined by the Director-General in an Administrative Directive.</p> <p>(b) A staff member shall be eligible for home leave provided his or her service is expected by the Director-General to continue:</p> <p>(i) at least six months beyond the date of his or her return from any proposed home leave; and</p> <p>(ii) in the case of the first home leave, at least six months beyond the date on which the staff member will have completed two years of qualifying service.</p>	<p><u>Rule 5.2.01 Home leave</u></p> <p>(a) Fixed-term staff members regarded as international recruits under Staff Rule 4.1.04 and not excluded from home leave under Staff Rule 4.1.04(c), who are serving outside their home country and who are otherwise eligible, shall be entitled, along with their eligible family members, once in every two years of qualifying service, to visit their home country at the Organisation's expense for the purpose of spending in that country a substantial period of annual leave. The Director-General shall determine the terms and conditions of leave taken for this purpose in an Administrative Directive.</p> <p>(b) A staff member shall be eligible for home leave provided his or her service is expected by the Director-General to continue:</p> <p>(i) at least six months beyond the date of his or her return from any proposed home leave; and</p> <p>(ii) in the case of the first home leave, at least six months beyond the date on which the staff member will have completed two years of qualifying service.</p>

Existing Text of the Interim Staff Rules	Amendments to the Interim Staff Rules
<p>(c) The home country shall be the country of the staff member's nationality, subject to the following terms, conditions, and exceptions:</p> <p>(i) the place of home leave of the staff member within his or her home country shall be, for purposes of travel and transportation entitlements, the place with which the staff member had the closest residential tie during the period of his or her most recent residence in the home country. In exceptional circumstances, a change in the place in the country of home leave may be authorised, under conditions established by the Director-General;</p> <p>(ii) a staff member who has served with another public international organisation immediately preceding his or her appointment shall have the place of home leave determined as though his or her entire previous service with the other international organisation had been with the Organisation;</p> <p>(iii) the Director-General, in exceptional and compelling circumstances, may authorise:</p> <p>(aa) a country other than the country of nationality as the home country, for the purposes of this Rule. A staff member requesting such authorisation will be required to satisfy the Director-General that the staff member maintained normal residence in such other country for a prolonged period preceding his or her appointment, that the staff member continues to have close family and personal ties in</p>	<p>(c) The home country shall be the country of the staff member's nationality, subject to the following terms, conditions, and exceptions:</p> <p>(i) the place of home leave of the staff member within his or her home country shall be, for purposes of travel and transportation entitlements, the place with which the staff member had the closest residential tie during the period of his or her most recent residence in the home country. In exceptional circumstances, a change in the place in the country of home leave may be authorised, under conditions established by the Director-General;</p> <p>(ii) a staff member who has served with another public international organisation immediately preceding his or her appointment shall have the place of home leave determined as though his or her entire previous service with the other international organisation had been with the Organisation;</p> <p>(iii) the Director-General, in exceptional and compelling circumstances, may authorise:</p> <p>(aa) a country other than the country of nationality as the home country, for the purposes of this Rule. A staff member requesting such authorisation will be required to satisfy the Director-General that the staff member maintained normal residence in such other country for a prolonged period preceding his or her appointment, that the staff member continues to have close family and personal ties in that</p>

Existing Text of the Interim Staff Rules	Amendments to the Interim Staff Rules
<p>that country and that the staff member's taking home leave there would not be inconsistent with the purposes and intent of Staff Regulation 5.2;</p> <p>(bb)travel in a particular home leave year to a country other than the home country, subject to conditions established by the Director-General. In such a case, the travel expenses borne by the Organisation shall not exceed the cost of travel to the home country.</p> <p>(d) (i) A staff member's first home leave shall fall due in the calendar year in which the staff member completes two years of qualifying service.</p> <p>(ii) Home leave may be taken, subject to the exigencies of the service and to the provisions in subparagraph (i) above any time during the calendar year in which it falls due.</p> <p>(e) If both spouses are staff members who are eligible for home leave, and taking into account Staff Rule 4.3.01(d), each staff member shall have the choice either of exercising his or her own home leave entitlement or of accompanying the spouse. A staff member who chooses to accompany his or her spouse shall be granted travel time appropriate to the travel involved. Dependent children whose parents are staff members, each of whom is entitled to home leave, may accompany either parent. The frequency of travel shall not exceed the established periodicity of the home leave both with regard to staff members and to their dependent children, if any.</p>	<p>country and that the staff member's taking home leave there would not be inconsistent with the purposes and intent of Staff Regulation 5.2;</p> <p>(bb) travel in a particular home leave year to a country other than the home country, subject to conditions established by the Director-General. In such a case, the travel expenses borne by the Organisation shall not exceed the cost of travel to the home country.</p> <p>(d) (i) A staff member's first home leave shall fall due in the calendar year in which the staff member completes two years of qualifying service.</p> <p>(ii) Home leave may be taken, subject to the exigencies of the service and to the provisions in subparagraph (i) above any time during the calendar year in which it falls due.</p> <p>(e) If both spouses are staff members who are eligible for home leave, and taking into account Staff Rule 4.3.01(d), each staff member shall have the choice either of exercising his or her own home leave entitlement or of accompanying the spouse. A staff member who chooses to accompany his or her spouse shall be granted travel time appropriate to the travel involved. Dependent children whose parents are staff members, each of whom is entitled to home leave, may accompany either parent. The frequency of travel shall not exceed the established periodicity of the home leave both with regard to staff members and to their dependent children, if any.</p>

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<p>(f) If a staff member delays taking his or her home leave beyond the calendar year in which it falls due, such delayed leave may be taken without altering the time of his or her next and succeeding home leave entitlements, provided that normally not less than twelve months of qualifying service elapse between the date of the staff member's return from the delayed home leave and the date of his or her next home leave departure.</p>	<p>(f) If a staff member delays taking his or her home leave beyond the calendar year in which it falls due, such delayed leave may be taken without altering the time of his or her next and succeeding home leave entitlements, provided that normally not less than twelve months of qualifying service elapse between the date of the staff member's return from the delayed home leave and the date of his or her next home leave departure.</p>
<p>(g) In exceptional circumstances, a staff member may be granted advance home leave, provided that, normally, not less than 12 months of qualifying service have been completed or that not less than 12 months of qualifying service have elapsed since the date of the staff member's return from home leave. The granting of advance home leave shall not advance the calendar year in which the next home leave falls due. The granting of advance home leave shall be subject to the conditions for the entitlement subsequently being met. If these conditions are not met, the staff member will be required to reimburse the costs paid by the Organisation for the advance home leave.</p>	<p>(g) In exceptional circumstances, a staff member may be granted advance home leave, provided that, normally, not less than 12 months of qualifying service have been completed or that not less than 12 months of qualifying service have elapsed since the date of the staff member's return from home leave. The granting of advance home leave shall not advance the calendar year in which the next home leave falls due. The granting of advance home leave shall be subject to the conditions for the entitlement subsequently being met. If these conditions are not met, the staff member will be required to reimburse the costs paid by the Organisation for the advance home leave.</p>
<p>(h) A staff member may be required to take his or her home leave in conjunction with travel on official business, due regard being paid to the interests of the staff member and his or her family.</p>	<p>(h) A staff member may be required to take his or her home leave in conjunction with travel on official business, due regard being paid to the interests of the staff member and his or her family.</p>
<p>(i) A staff member shall be entitled to claim, in respect of authorised travel on home leave, travel time and expenses for himself or herself and eligible family members for the outward and return journeys between The Hague and the</p>	<p>(i) A staff member shall be entitled to claim, in respect of authorised travel on home leave, travel time and expenses for himself or herself and eligible family members for the outward and return journeys between The Hague and the</p>

Existing Text of the Interim Staff Rules	Amendments to the Interim Staff Rules
<p>place of home leave.</p> <p>(j) Travel of eligible family members shall be in conjunction with the approved home leave of the staff member, provided that exceptions may be granted if the exigencies of the service or other special circumstances prevent the staff member and his or her family members from travelling together.</p> <p>(k) A staff member travelling on home leave shall be required to spend a substantial period of leave in his or her home country. The Director General may request a staff member, on his or her return from home leave, to furnish satisfactory evidence that this requirement has been fully met.</p>	<p>place of home leave.</p> <p>(j) Travel of eligible family members shall be in conjunction with the approved home leave of the staff member, provided that exceptions may be granted if the exigencies of the service or other special circumstances prevent the staff member and his or her family members from travelling together.</p> <p>(k) A staff member travelling on home leave shall be required to spend a substantial period of leave in his or her home country. The Director-General may request a staff member, on his or her return from home leave, to furnish satisfactory evidence that this requirement has been fully met.</p>
<p><u>Rule 6.2.05 Medical insurance</u></p> <p>(a) Staff members shall participate in the Organisation's medical insurance scheme under the terms and conditions determined by the Director-General in an Administrative Directive.</p> <p>(b) The amount of contributions to such medical insurance scheme shall be as determined by the Director-General in an Administrative Directive in accordance with the amounts applied by the United Nations common system.</p>	<p><u>Rule 6.2.05 Medical insurance</u></p> <p>(a) Staff members shall participate in the Organisation's medical insurance scheme under the terms and conditions determined by the Director-General in an Administrative Directive.</p> <p>(b) The amount of contributions to such medical insurance scheme shall be as determined by the Director-General in an Administrative Directive.</p>
<p><u>Rule 7.1.05 Authority for travel</u></p> <p>Travel shall be authorised in writing before it is undertaken. In exceptional cases, staff members may be authorised to travel on oral orders, but such oral authorisation shall require written</p>	<p><u>Rule 7.1.05 Authority for travel</u></p> <p>Travel shall be authorised through the relevant electronic system before it is undertaken. In exceptional cases, staff members may be authorised to travel on oral orders, but such oral authorisation shall</p>

<p>Existing Text of the Interim Staff Rules</p>	<p>Amendments to the Interim Staff Rules</p>
<p>confirmation. A staff member shall be personally responsible for ascertaining that he or she has the proper authorisation before commencing travel.</p>	<p>require written confirmation. A staff member shall be personally responsible for ascertaining that he or she has the proper authorisation before commencing travel.</p>
<p><u>Rule 7.1.09 Standard of accommodation</u></p>	<p><u>Rule 7.1.09 Standard of accommodation</u></p>
<p>(a) For all official travel by air by staff members and their eligible family members the standard of accommodation shall not exceed full fare economy class for trips of less than 14 hours duration. For trips of more than 14 hours duration the Director-General will authorise a stop over.</p>	<p>(a) For all official travel by air by staff members and their eligible family members the standard of accommodation shall not exceed full fare economy class for trips of less than 14 hours’ duration. For trips of more than 14 hours’ duration the Director-General will authorise a stopover.</p>
<p>(b) Air travel accommodation under paragraph (a) above shall be provided at the most economical rate appropriate. Children under two years of age travelling by air shall be provided with a ticket giving entitlement to a seat.</p>	<p>(b) Air travel accommodation under paragraph (a) above shall be provided at the most economical rate appropriate. Children under two years of age travelling by air shall be provided with a ticket giving entitlement to a seat.</p>
<p>(c) For all official travel by sea approved by the Director-General in exceptional cases, staff members and their family members shall be provided with the standard of accommodation which is, in the opinion of the Director-General, appropriate to the circumstances of the case.</p>	<p>(c) For all official travel by sea approved by the Director-General in exceptional cases, staff members and their family members shall be provided with the standard of accommodation which is, in the opinion of the Director-General, appropriate to the circumstances of the case.</p>
<p>(d) For official travel by train approved by the Director-General, staff members and their family members shall be provided with regular first class or equivalent accommodation, including sleeper and other facilities, as appropriate.</p>	<p>(d) For official travel by train approved by the Director-General, staff members and their family members shall be provided with regular first class or equivalent accommodation, including sleeper and other facilities, as appropriate.</p>

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<p>(e) A higher standard of accommodation may be approved when, in the opinion of the Director-General, exceptional and special circumstances warrant it.</p> <p>(f) If a staff member or family member travels by more economical accommodations than the approved standard, the Organisation shall only pay for the standard of accommodations actually used by the traveller.</p>	<p>(e) A higher standard of accommodation may be approved when, in the opinion of the Director-General, exceptional and special circumstances warrant it.</p> <p>(f) If a staff member or family member travels by more economical accommodations than the approved standard, the Organisation shall only pay for the standard of accommodations actually used by the traveller.</p>
<p><u>Rule 7.1.10 Travel by automobile</u></p> <p>Staff members who are authorised to travel by automobile shall be reimbursed by the Organisation at rates and under conditions determined by the Director-General in an Administrative Directive in accordance with the relevant United Nations rules.</p>	<p><u>Rule 7.1.10 Travel by automobile</u></p> <p>Staff members who are authorised to travel by automobile shall be reimbursed by the Organisation at rates and under conditions determined by the Director-General in an Administrative Directive and based on the terms, conditions and rates generally applied by the United Nations common system.</p>
<p><u>Rule 8.1.02 Joint Advisory Board</u></p> <p>(a) A “Joint Advisory Board” shall be established.</p> <p>(b) The Joint Advisory Board shall advise the Director-General on:</p> <p>(i) the Secretariat’s personnel policies;</p> <p>(ii) general questions of staff administration and welfare; and</p> <p>(iii) amendment of the Staff Regulations, Rules and Administrative Directives.</p>	<p><u>Rule 8.1.02 Joint Advisory Board</u></p> <p>(a) A “Joint Advisory Board” shall be established.</p> <p>(b) The Joint Advisory Board shall advise the Director-General on:</p> <p>(i) the Secretariat’s human resources policies;</p> <p>(ii) general questions of staff administration and welfare; and</p> <p>(iii) amendment of the Staff Regulations, Rules and Administrative Directives.</p>

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<p>(c) The Joint Advisory Board shall be composed of three members and three alternate members designated by the Director-General and three alternate members designated by the Staff Council.</p> <p>(d) The Joint Advisory Board shall determine its own rules of procedure and shall elect its own chairperson and alternate chairperson.</p> <p>(e) The agenda of the Joint Advisory Board shall consist of items requested by the Director-General or by the Staff Council.</p> <p><u>Rule 9.2.01 Resignation</u></p> <p>(a) A resignation, within the meaning of the Staff Regulations and Rules, is a separation initiated by a staff member.</p> <p>(b) Unless otherwise specified in their letters of appointment, 60 days' written notice of resignation shall be given by staff members having a fixed-term appointment and five days' written notice of resignation by those having short-term appointments. The Director-General may, however, accept resignations on shorter notice.</p> <p>(c) The Director-General may require the resignation to be submitted by the staff member in person in order to be acceptable.</p>	<p>(c) The Joint Advisory Board shall be composed of three members and three alternate members designated by the Director-General and three alternate members designated by the Staff Council.</p> <p>(d) The Joint Advisory Board shall determine its own rules of procedure and shall elect its own chairperson and alternate chairperson.</p> <p>(e) The agenda of the Joint Advisory Board shall consist of items requested by the Director-General or by the Staff Council.</p> <p><u>Rule 9.2.01 Resignation</u></p> <p>(a) A resignation, within the meaning of the Staff Regulations and Rules, is a separation initiated by a staff member.</p> <p>(b) Unless otherwise specified in their letters of appointment, 60 days' written notice of resignation shall be given by staff members having a fixed-term appointment and five working days' written notice of resignation by those having short-term appointments. The Director-General may, however, accept resignations on shorter notice.</p> <p>(c) The Director-General may require the resignation to be submitted by the staff member in person in order to be acceptable.</p>

Existing Text of the Interim Staff Rules	Amendments to the Interim Staff Rules
<p><u>Rule 9.4.02</u> Commutation of accrued annual leave</p> <p>(a) If, upon separation from service, a staff member has accrued annual leave, the staff member shall be paid a sum of money in commutation of the period of such accrued leave up to a maximum of 30 working days.</p> <p>(b) Notwithstanding paragraph (a) above, a staff member appointed before 1 January 2011 who has accrued more than 30 days of annual leave as of 31 December 2010, shall be paid a sum of money in commutation of the period of such accrued leave up to a maximum of:</p> <ul style="list-style-type: none"> (i) 60 days, if the staff member separates between 1 January 2011 and 31 December 2011; (ii) 50 days, if the staff member separates between 1 January 2012 and 31 December 2012; (iii) 40 days, if the staff member separates between 1 January 2013 and 31 December 2013; and (iv) 30 days, if the staff member separates after 31 December 2013. <p>(c) The payment in commutation of the period of accrued annual leave shall be calculated:</p> <ul style="list-style-type: none"> (i) for staff in the Professional and higher category, on the basis of the staff member's net base salary plus post adjustment; and 	<p><u>Rule 9.4.02</u> Commutation of accrued annual leave</p> <p>(a) If, upon separation from service, a staff member has accrued annual leave, the staff member shall be paid a sum of money in commutation of the period of such accrued leave up to a maximum of 30 working days.</p> <p>(b) The payment in commutation of the period of accrued annual leave shall be calculated:</p> <ul style="list-style-type: none"> (i) for staff in the Professional and higher category, on the basis of the staff member's net base salary plus post adjustment; and (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.

Existing Text of the Interim Staff Rules	Amendments to the Interim Staff Rules
<p>(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.</p>	
<p><u>Rule 10.1.02 Composition of Joint Disciplinary Committee</u></p> <p>(a) The Joint Disciplinary Committee shall be composed of:</p> <p>(i) a chairperson, appointed by the Director-General from among a list presented by the Joint Advisory Board;</p> <p>(ii) one member appointed by the Director-General;</p> <p>(iii) one member elected by the staff.</p> <p>(b) An alternate for each person in paragraph (a) shall be selected at any time in the same manner as indicated in that paragraph.</p> <p>(c) The chairperson and members of the Joint Disciplinary Committee shall be appointed or elected for two years, shall be eligible for reappointment or re-election, and shall remain in office until their successors are appointed or elected, as long as they are staff members.</p> <p>(d) The chairperson may be removed from the Joint Disciplinary Committee by the Director-General after consultation with the Joint Advisory Board. The member appointed by the Director-General may be removed by him.</p>	<p><u>Rule 10.1.02 Composition of Joint Disciplinary Committee</u></p> <p>(a) The Joint Disciplinary Committee shall be composed of:</p> <p>(i) a chairperson, appointed by the Director-General from among a list presented by the Joint Advisory Board;</p> <p>(ii) one member appointed by the Director-General;</p> <p>(iii) one member elected by the staff.</p> <p>(b) An alternate for each person in paragraph (a) shall be selected at any time in the same manner as indicated in that paragraph.</p> <p>(c) The chairperson and members of the Joint Disciplinary Committee shall be appointed or elected for two years, shall be eligible for reappointment or re-election, and shall remain in office until their successors are appointed or elected, as long as they are staff members.</p> <p>(d) The chairperson may be removed from the Joint Disciplinary Committee by the Director-General after consultation with the Joint Advisory Board. The member appointed by the Director-General may be removed by him.</p>

Existing Text of the Interim Staff Rules	Amendments to the Interim Staff Rules
<p>The member elected by the staff may be recalled by a majority vote of the staff, taken at the initiative of the Staff Council.</p> <p>(e) The Director-General may, at the request of either party, disqualify the chairperson or any member from consideration of a specific case if, in the opinion of the Director-General, the action is warranted by the relation of that Committee-member to the staff member whose case is to be considered or by any possible conflict of interest. The Director-General may also excuse any member from consideration of a specific case at that member's request. A person so disqualified or excused will be replaced by an alternate referred to in paragraph (b) above.</p>	<p>or her. The member elected by the staff may be recalled by a majority vote of the staff, taken at the initiative of the Staff Council.</p> <p>(e) The Director-General may, at the request of either party, disqualify the chairperson or any member from consideration of a specific case if, in the opinion of the Director-General, the action is warranted by the relation of that Committee member to the staff member whose case is to be considered or by any possible conflict of interest. The Director-General may also excuse any member from consideration of a specific case at that member's request. A person so disqualified or excused will be replaced by an alternate referred to in paragraph (b) above.</p>
<p><u>Rule 10.2.02 Disciplinary measures</u></p> <p>(a) Disciplinary measures under Staff Regulation 10.2 may take one or more of the following forms:</p> <p>(i) written censure by the Director-General;</p> <p>(ii) loss of one or more steps-in-grade;</p> <p>(iii) deferment, for a specified period, of eligibility for within-grade increment;</p> <p>(iv) suspension without pay;</p> <p>(vi) demotion;</p>	<p><u>Rule 10.2.02 Disciplinary measures</u></p> <p>(a) Disciplinary measures under Staff Regulation 10.2 may take one or more of the following forms:</p> <p>(i) written censure by the Director-General;</p> <p>(ii) loss of one or more steps in grade;</p> <p>(iii) deferment, for a specified period, of eligibility for within-grade increment;</p> <p>(iv) suspension without pay;</p> <p>(vi) demotion;</p>

Existing Text of the Interim Staff Rules	Amendments to the Interim Staff Rules
<p>(vii) termination of appointment, with or without notice or compensation in lieu thereof, not withstanding Staff Rule 9.3.01.</p> <p>(b) The following measures shall not be considered to be disciplinary measures, within the meaning of this Rule:</p> <ul style="list-style-type: none"> (i) reprimand, written or oral, by a supervisory official; (ii) recovery of moneys owed to the Organisation; (iii) suspension pursuant to Staff Rule 10.3.02. 	<p>(vii) termination of appointment, with or without notice or compensation in lieu thereof, notwithstanding Staff Rule 9.3.01.</p> <p>(b) The following measures shall not be considered to be disciplinary measures, within the meaning of this Rule:</p> <ul style="list-style-type: none"> (i) reprimand, written or oral, by a supervisory official; (ii) recovery of monies owed to the Organisation; (iii) suspension pursuant to Staff Rule 10.3.02.
<p><u>Rule 10.3.02 Suspension during investigation and disciplinary proceedings</u></p> <p>(a) If the Director-General considers that there is <u>prima facie</u> evidence of a breach of the OPCW Policy on Confidentiality or other serious misconduct by a staff member, the Director-General may suspend the staff member from duty, pending investigation. Such suspension shall be for a period which should normally not exceed three months and shall be with pay unless, in exceptional circumstances, the Director-General decides that suspension without pay is appropriate. Suspension pending investigation shall not be considered a disciplinary measure and shall be without prejudice to the rights of the staff member if the evidence of serious misconduct is not sustained.</p> <p>(b) If a staff member, following investigation, is not summarily dismissed, he or she shall be paid for any period of suspension without pay as if he or she had not been suspended. In the event of summary dismissal, the dismissal</p>	<p><u>Rule 10.3.02 Suspension during investigation and disciplinary proceedings</u></p> <p>(a) If the Director-General considers that there is <u>prima facie</u> evidence of a breach of the OPCW Policy on Confidentiality or other serious misconduct by a staff member, the Director-General may suspend the staff member from duty, pending conclusion of the investigation into the alleged breach or misconduct. Such suspension shall be for a period which should normally not exceed three months and shall be with pay unless, in exceptional circumstances, the Director-General decides that suspension without pay is appropriate. Suspension pending conclusion of the investigation shall not be considered a disciplinary measure and shall be without prejudice to the rights of the staff member if the evidence of serious misconduct is not sustained.</p> <p>(b) If a staff member, following investigation, is not summarily dismissed, he or she shall be paid for any period of suspension without pay as if he or she had not been suspended. In the event of summary dismissal, the dismissal</p>

Existing Text of the Interim Staff Rules	Amendments to the Interim Staff Rules
<p>may be made effective from the date of suspension; in that case no entitlements shall accrue during the period of suspension without pay.</p> <p>(c) A staff member suspended pursuant to paragraph (a) shall be given a written statement of the reason for the suspension and its probable duration.</p>	<p>may be made effective from the date of suspension; in that case no entitlements shall accrue during the period of suspension without pay.</p> <p>(c) A staff member suspended pursuant to paragraph (a) shall be given a written statement of the reason for the suspension, its probable duration and any recourse available.</p>

**NEW ARTICLE XIII TO THE STAFF REGULATIONS
AND INTERIM STAFF RULES OF THE OPCW**

<p>ARTICLE XIII TRANSITIONAL MEASURES</p>
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**Staff Rule 13.0.01
Repatriation grant**

A staff member who was eligible for a repatriation grant under Staff Rule 9.4.01 in effect on 31 December 2017, but who is no longer eligible for such grant under Staff Rule 9.4.01, shall be paid a repatriation grant in accordance with the schedule set out in Annex IV to the Staff Regulations of the United Nations in effect on 30 June 2016 for the number of years of qualifying service accrued as of 31 December 2017.

**Staff 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).
- (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.
- (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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