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Report of the Secretary-General

Part III: Administrative and statutory matters

(e) Human resources report

I. Reporting on the human resource situation of the Organization

1. This document contains updated information on the human resources situation of the Organization as of 1 April 2016. As in previous reports on human resources, it provides updated staff statistics and information on staff matters. Furthermore, it includes the annual report of the Ethics Officer for 2015 as Annex II to this document.

II. Budget authority and organizational structure

2. The introduction of management changes communicated by the Secretary-General in his report on the priorities and Management vision for 2014-2015 (CE/98/3(I)(c)) continues to be undertaken within approved resources and number of staff positions which remains at 106. The UNWTO Secretariat Organizational Chart is attached to this document.

A. Structure of posts by programme

3. The updated list of staff posts and programmes is shown in the following table.

Table 1: Structure of Posts by Programme (1 April 2016)

Programme Title	Post Title	Number of Posts	Number of Staff	Vacant Posts
MANAGEMENT				
	Secretary-General	1	1	0
Office of the Secretary-General	Chef de Cabinet	1	1	0



	Director-Advisor on Tourism and Culture	1	1	0
	UNWTO Representative to UNOG	1	1	0
	Senior Programme Officer	1	1	0
	Senior / Programme Assistant	3	3	0
	Driver	1	1	0
Office of the Executive Director for Operational Programmes & Institutional Relations	Executive Director	1	1	0
	Senior Programme Assistant	1	1	0
Office of the Executive Director for Programme & Coordination	Executive Director	1	1	0
	Senior Programme Assistant	1	1	0
Office of the Executive Director for Technical Cooperation & Services	Executive Director	1	1	0
	Senior Programme Assistant	1	0	1
Office of the Director of Administration & Finance	Director	1	1	0
	Senior Programme Assistant	1	1	0
REGIONAL PROGRAMMES				
Regional Programme for Africa	Regional Director	1	1	0
	Programme Coordinator	1	1	0
	Programme Officer	1	0	1
	Senior / Programme Assistant	1	1	0
Regional Programme for the Americas	Regional Director	1	1	0
	Programme Coordinator	1	1	0
	Senior / Programme Assistant	2	2	0
Regional Programme for Asia & the Pacific	Regional Director	1	1	0
	Programme Coordinator	1	1	0
	Programme Officer	1	0	1
	Senior / Programme Assistant	1	1	0
Regional Programme for Europe	Regional Director	1	1	0
	Programme Officer	1	0	1
	Senior / Programme Assistant	1	1	0
Regional Programme for the Middle East	Regional Director	1	1	0
	Programme Officer	1	0	1
	Senior / Programme Assistant	1	1	0

Affiliate Members	Programme Officer	1	0	1
	Senior / Programme Assistant	3	3	0
OPERATIONAL PROGRAMMES				
Sustainable Development of Tourism	Programme Director	1	1	0
	Programme Coordinator	1	1	0
	Programme Officer	1	0	1
	Senior / Programme Assistant	2	2	0
Statistics & Tourism Satellite Account	Programme Director	1	1	0
	Programme Officer	1	1	0
	Senior / Programme Assistant	3	3	0
Tourism Market Trends	Programme Director	1	1	0
	Programme Officer	2	1	1
	Programme Assistant	1	1	0
Technical Cooperation				
	Programme Coordinator	2	2	0
	Senior / Programme Assistant	3	3	0
Destination Management & Quality	Programme Director	1	1	0
	Programme Officer	1	0	1
	Senior / Programme Assistant	2	1	1
Institutional Relations & Resource Mobilization	Programme Coordinator	1	1	0
	Programme Officer	1	1	0
	Senior Programme Assistant	1	1	0
Ethics & Social Responsibility	Programme Coordinator	1	1	0
	Senior Programme Assistant	1	1	0
Fairs & Special Field Projects	Programme Coordinator	1	1	0
	Senior / Programme Assistant	2	2	0
DIRECT SUPPORT PROGRAMMES				
Communications & Publications	Programme Chief	1	1	0
	Senior Programme Officer	1	1	0
	Senior / Programme Assistant	3	3	0
Conference Services	Programme Chief	1	1	0
	Translators	4	3	1
	Senior / Programme Assistant	2	2	0
Programme & Coordination	Programme Chief	1	1	0
INDIRECT SUPPORT PROGRAMMES				

Budget & Finance	Programme Chief	1	1	0
	Programme Officer	1	0	1
	Senior Programme Assistant	2	2	0
Human Resources	Programme Chief	1	1	0
	Programme Officer	1	0	1
	Senior Programme Assistant	2	2	0
Information & Communication Technologies	Programme Chief	1	1	0
	Programme Officer	1	1	0
	Senior / Programme Assistant	3	3	0
Travel	Senior Programme Assistant	1	0	1
	Programme Assistant	1	1	0
Legal & Contracts	Programme Coordinator	1	1	0
General Services	Programme Coordinator	1	0	1
	Senior / Programme Assistant	4	4	0
	Office Assistant	2	2	0
TOTAL		106	91	15

B. Breakdown of actual staffing data

4. Information on the number of staff and their distribution by grade, gender, nationality, and age, as of 1 April 2016, is contained in Tables 2, 3, 4 and 5 below. As in previous reports to the Executive Council, the relevant breakdown has been made by category of staff within the UN Common System: Professional category and above (with grades ranging from P.1 to D.2) and General Service category (with grades ranging from G.1 to G.7) and as indicated in the Organization's Programme of Work and Budget.

Table 2: Staff Distribution by Grade

Grade	P.1	P.2	P.3	P.4	P.5	Above	Total
Number	3	3	6	12	9	9	42
Grade	G.2	G.3	G.4	G.5	G.6	G.7	Total
Number	0	4	8	10	20	7	49

Table 3: Staff Distribution by Category and Gender

	P and Above	GS category	Total
Female	20	34	54
Male	22	15	37
Total	42	49	91

Table 4: Staff Distribution by Category and Nationality (including SG and ED positions)

COUNTRY	P	GS	COUNTRY	P	GS
Algeria		1	Lithuania		1
Argentina	1	1	Mexico	1	
Australia		1	Morocco		1
Austria	1		Netherlands	3	
Bosnia and Herzegovina		1	Nicaragua		1
Brazil	1		Niger	1	
Cambodia	1		Peru	1	
Cameroon		1	Portugal	1	2
Canada	1		Republic of Korea	2	1
China	2		Republic of Moldova		1
Dominican Republic	1		Russian Federation	2	
Egypt	1		Seychelles	2	
France	3	2	Spain	6	26
Germany	3	1	Switzerland		1
Ghana		1	Turkey	1	
Hungary	1		United Kingdom	1	
Indonesia		1	United States of America		1
Italy	1	1	Uruguay	1	1
Jordan	1		Uzbekistan		1
Lebanon	1	1	Venezuela	1	
			Total number per category of staff	42	49
			Total number of staff	91	

5. Forty nationalities are currently represented in the Secretariat. It is important to reiterate the Organization's commitment to recruiting staff from as wide a geographical distribution as possible while maintaining the highest standards of competence, efficiency and integrity and taking into account the limited number of staff posts.

Table 5: Staff Distribution by Category and Age

Category	P and Above	GS	Total
29 or less	--	1	1
30 to 39	6	11	17
40 to 49	15	20	35
50 to 54	5	6	11
55 to 59	7	7	14
60	1	--	1
61	2	3	5
62 or more	2	1	3
Total	38	49	87

6. Officials holding a managerial fixed-term appointment with a term of office until 31 December 2017 (i.e., three Executive Directors) and the Secretary-General are not included in this table.

C. Staff matters

7. Since its previous reports on staff matters, a number of developments relating to staff matters have taken place as indicated below.

1. Outcome of selection processes

8. Following a competitive selection process, the following vacant posts have been filled:

Vacancy Reference	Title of the Post	Name of the Incumbent
UNWTO/HHRR/VAC/02/BDFN/2015	Programme Chief (P.4), Budget and Finance	Ms. Mónica Gonzalez (Spain)
UNWTO/HHRR/VAC/01/RPAF/2015	Deputy Regional Director (P.3), Regional Programme for Africa	Mr. Jaime Mayaki (Niger)
UNWTO/HHRR/VAC/07/OFSG/2015	Senior Programme Officer (P.2), Office of the Secretary-General	Ms. Zhanna Yakovleva (Russian Federation)
UNWTO/HHRR/VAC/04/EDPC/2015	Senior Programme Assistant (GS-6), Office of the Executive Director, Operational Programmes and Institutional Relations	Ms. Cristina Civili (Italy)
UNWTO/HHRR/VAC/04/EDPC/2015	Senior Programme Assistant (GS-6), Office of the Executive Director, Programme and Coordination	Ms. Susana Costa (Portugal)
UNWTO/HHRR/VAC/03/JPAM/2015	Programme Assistant (GS-4), Regional Programme for the Americas	Ms. Esther Ruiz (Spain)

9. Currently four vacancies have been published: Programme Officer (P.1), Budget and Finance, Programme Officer (P.1), Regional Programme for Africa, Programme Officer (P.1), Sustainable Development of Tourism and Senior Programme Assistant (G.6), Travel. The deadline for submission of applications is closed in all the above vacancies and the selection processes are in progress.

2. Update of the Professional Growth Plan

10. The Professional Growth Plan (Phase 5) was carried out in 2015 and the resulting decisions were implemented in the first quarter of 2016. As in the previous phases, implementation has been done on the basis of the approved posts, the grade level and generic job profile, and the outcome of the annual performance evaluation plan which has recently been enhanced.

3. Officials on loan

11. Also in 2015, there was an increasing interest of Members States in the Organization's capacity building option whereby tourism experts and officials may be sent by a Member State, on a non-reimbursable loan basis, to participate in the activities of the Secretariat for a set period of time. This arrangement is formally being done through a Memorandum of Understanding.

4. Contractual mechanisms – a new non-staff scheme

12. Based on the recommendations of the JIU draft report A.385 on non-staff, the employment scheme of non-staff in UNWTO has been comprehensively reviewed to obtain a more transparent, consistent and coherent scheme throughout the UNWTO Secretariat. The new contractual mechanisms scheme was developed through 2015 and implemented on 1 January 2016. Major improvements, also compared to other UN organizations, consist of a more thorough selection process, consistent and transparent salary structures and improved social security conditions in form of a pension payment for non-staff.

5. United Nations matters (review of UN compensation package)

13. Between 2013 and 2015, the ICSC carried out a comprehensive review of the common system compensation package for the UN common system staff of the professional and higher categories, to ensure that compensation for UN staff globally remains competitive and fit for purpose while ensuring overall cost containment.

14. The United Nation General Assembly, at its 70th session in December 2015, approved the below changes to the salary and related allowances for all UN common system staff. The new compensation package will be gradually implemented between July 2016 and January 2018, taking into account the acquired rights of serving staff. Implementation of the changes by specialized agencies is subject to endorsement of the amended Staff Rules and/or Regulations through the respective governing bodies.

15. Amendments to the Staff Rules as a consequence to UNGA resolution 70/244: In conformity with Regulation 1 of the UNWTO Staff Regulations, the Executive Council, on the proposal of the Secretary-General, "shall provide such Staff Rules as it considers necessary for the enforcement of the Staff Regulations and consistent with the principles they embody". For the 103rd session the Secretary-General has prepared 13 amendments to the Staff Rules (attached herewith) as a consequence to UNGA resolution 70/244. In case of any omission in modification of staff rules resulting from the implementation of UNGA 70/244, priority will be given to the UNGA resolution, and then formalized at the next HR report to the Executive Council.

III. Actions to be taken by the Executive Council

16. The Executive Council is invited:

- (a) To take note of the information provided on the human resources of the Organization;
- (b) To express its satisfaction at the work currently being carried out by those persons in the service of the Organization and their contribution to its Programme of Work, especially in view of the rising demands made on the Organization with its limited resources;
- (c) To approve the amendments of the Staff Rules of Annex I as a consequence of UNGA Resolution A/RES/70/244, with dates of effect as indicated in this document; and
- (d) To thank the Ethics Officer for the work carried out, as presented in his report, and to take note of the ongoing implementation of the ethics function.

Annex I. Revised Compensation Package for Professional and Higher Categories Amendments to the Staff Regulations and Staff Rules

STAFF REGULATIONS AND RULES	PROPOSED CHANGES
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These changes in the UNWTO Staff Rules and Regulations are proposed following the United Nations General Assembly Resolution 70/244 of 23 December 2015 to adopt the changes of the UN compensation package. Any conflict between the proposed changes and Resolution 70/244 will be corrected ex-officio. The dates for the amendments of the rules are the following:

Entry into force of the amendments	Rule
01/07/2016	Rule 22 (1) Removal expenses
01/07/2016	Rule 24 (11) Repatriation grant
01/07/2016	Rule 33 (1) Application and amendment of the Rules
01/01/2017	Rule 12 (6) Post adjustment
01/01/2017	Rule 13 (5) Family allowances
01/01/2017	Rule 14 (9) Promotion
01/01/2017	Rule 15 (5) Incremental date
01/01/2017	Rule 33 (8) Transitional provisions
01/01/2017	Annex 1 Annex 1 (a) Salary scale for the professional and higher categories showing annual gross salaries and net equivalents after application of staff assessment (effective as of 01/01/2017) Annex 1 (b) General Service category Salaries and Allowances Annex 1 (c) Grade and step matching of staff for conversion from the current salary scale structure to the unified scale structure
For the school in progress on 01/01/2018	Rule 13 (6) Education grant
For the school in progress on 01/01/2018	Rule 13 (7) Special education grant for disabled children
For the school in progress on 01/01/2018	Rule 21 (2) Travel entitlements in respect of official's family
01/01/2018	Rule 24 (4) Age of retirement

STAFF REGULATIONS AND RULES	PROPOSED CHANGES
<p>STAFF RULE</p> <p>Rule 12 (6) Post adjustment</p> <p>(a) The remuneration of officials in the Professional category and above may be adjusted by the application of a post adjustment applied according to the rules of the United Nations common system.</p> <p>(b) The post adjustment shall be payable at the dependant rate if the official has a dependent spouse or a dependent child under the terms of Rule 13 (4) (Definition of dependants).</p>	<p>Rule 12 (6) Post adjustment</p> <p>The remuneration of officials in the Professional category and above may be adjusted by the application of a post adjustment applied according to the rules of the United Nations common system.</p>

STAFF REGULATIONS AND RULES	PROPOSED CHANGES
<p>Rule 13 (5) Family allowances</p> <p>(a) Any official shall be entitled to an annual allowance in respect of dependants, subject to fulfilment of the conditions laid down in Rule 13 (4). The amount shall be determined and periodically reviewed in accordance with the rules applicable in the United Nations common system.</p> <p>The above provisions shall be subject to the following restrictions :</p> <p>(i) No allowance shall be paid in respect of the first dependent child of an official in the Professional category or above who does not have a dependent spouse ;</p> <p>(ii) No allowance shall be paid in respect of a secondary dependant to any official in the Professional category or above who has a dependent spouse or to any official in the General Service category who receives an allowance in respect of a spouse ;</p> <p>(iii) No allowance shall be paid in respect of more than one secondary dependant ;</p> <p>(iv) Any allowance in respect of a dependent child shall be reduced by the amount of any allowance paid as a social benefit in respect of such child by virtue of national legislation, other than a survivorship benefit ;</p> <p>(v) If both parents are officials of the Organization, only one allowance shall be paid in respect of each eligible child to the parent with the highest salary.</p> <p>(b) If an official in the General Service category shows that the occupational earnings of his spouse exceed the ceiling provided in Rule 13 (4) (a) (i) by less than the amount of the relevant spouse allowance, he shall be paid an allowance equal to the difference between that amount and the excess of occupational</p>	<p>Rule 13 (5) Family allowances</p> <p>(a) Any official shall be entitled to an annual allowance in respect of dependents, subject to fulfilment of the conditions laid down in Rule 13 (4). The amount shall be determined and periodically reviewed in accordance with the rules applicable in the United Nations common system.</p> <p>(b) A 'single parent' allowance will be payable to a staff member in the Professional and higher categories who meets the following criteria:</p> <ul style="list-style-type: none"> (i) The staff member does not have a spouse; (ii) The staff member has a dependent child; (iii) The staff member is the primary parental care giver (iv) The staff member is not in receipt of financial support for the dependent child above of an amount double the single parent allowance <p>The above provisions shall be subject to the following restrictions :</p> <p>(i) No allowance shall be paid in respect of the first dependent child to an official in the Professional category or above who is in receipt of a single parent allowance ;</p> <p>(ii) No allowance shall be paid in respect of a secondary dependent to any official who is in receipt of a spouse allowance;</p> <p>(iii) No allowance shall be paid in respect of more than one secondary dependent ;</p> <p>(iv) Any allowance in respect of a dependent child shall be reduced by the</p>

<p style="text-align: center;">STAFF REGULATIONS AND RULES</p> <p>earnings ; however, the spouse shall not be deemed to be dependent under the above-mentioned rule.</p>	<p style="text-align: center;">PROPOSED CHANGES</p> <p>amount of any allowance paid as a social benefit in respect of such child by virtue of national legislation, other than a survivorship benefit ;</p> <p>(v) If both parents are officials of the Organization, only one allowance shall be paid in respect of each eligible child to the parent with the highest salary.</p> <p>(c) If an official in the General Service category shows that the occupational earnings of his spouse exceed the ceiling provided in Rule 13 (4) (a) (i) by less than the amount of the relevant spouse allowance, he shall be paid an allowance equal to the difference between that amount and the excess of occupational earnings; however, the spouse shall not be deemed to be dependent under the above-mentioned rule.</p>
<p>Rule 13 (6) Education grant</p> <p>(a) An official, other than a locally recruited official, whose duty station is not in the country of his home, shall receive a non-pensionable education grant for each child for whom the official provides the main and continuing support and who is in full-time attendance at a school, university or similar educational institution.</p> <p>(b) The grant shall not be payable in respect of :</p> <p>(i) attendance at a kindergarten or nursery school at pre-primary level ;</p> <p>(ii) attendance in the country or area of the duty station at a free school or one charging only nominal fees ;</p>	<p>Rule 13 (6) Education grant</p> <p>(a) An official, other than a locally recruited official, whose duty station is not in the country of his home, shall receive a non-pensionable education grant for each child for whom the official provides the main and continuing support and who is in full-time attendance at a school, university or similar educational institution.</p> <p>(b) The grant shall not be payable in respect of :</p> <p>(i) a child who has not reach the age of five;</p> <p>(ii) attendance at a kindergarten or nursery school at pre-primary level;</p> <p>(iii) attendance in the country or area of the duty station at a free school or</p>

STAFF REGULATIONS AND RULES	PROPOSED CHANGES
<p>(iii) correspondence courses, except when in the opinion of the Secretary-General such courses are the best available substitute for full-time attendance at a school of a type not available at the duty station ;</p> <p>(iv) private tuition, except in circumstances and under conditions defined by the Secretary-General to take account of linguistic and other special needs and problems which result from expatriation or a change of duty station ;</p> <p>(v) vocational training or apprenticeships which either do not involve full-time schooling or in which the child receives any payment for services rendered.</p> <p>(c) The grant shall be payable up to the end of the fourth year of postsecondary studies or the award of the first recognized degree, whichever is the earlier, but not beyond the end of the school year in which the child reaches the age of twenty-five, provided that the Secretary-General may in exceptional cases prolong payment of the grant beyond this age limit. If the child's education is interrupted for at least one school year by national service, illness or other compelling reason, the period of eligibility shall be extended by the period of interruption.</p> <p>(d) In the case of attendance at an educational institution outside the country or area of the duty station, the amount of the grant shall be:</p> <p>(i) where the institution provides board for the child, 75 per cent of the cost of attendance and board up to a maximum amount determined and periodically reviewed in accordance with the scale in force in the United Nations common system ;</p> <p>(ii) where the institution does not provide board, a fixed sum, the amount of which</p>	<p>one charging only nominal fees;</p> <p>(iv) correspondence courses, except when in the opinion of the Secretary-General such courses are the best available substitute for full-time attendance at a school of a type not available at the duty station;</p> <p>(vi) private tuition, except in circumstances and under conditions defined by the Secretary-General to take account of linguistic and other special needs and problems which result from expatriation or a change of duty station;</p> <p>(vii) vocational training or apprenticeships which either do not involve full-time schooling or in which the child receives any payment for services rendered.</p> <p>(c) The grant shall be payable up to the end of the fourth year of postsecondary studies or the award of the first recognized degree, whichever is the earlier, but not beyond the end of the school year in which the child reaches the age of twenty-five, provided that the Secretary-General may in exceptional cases prolong payment of the grant beyond this age limit. If the child's education is interrupted for at least one school year by national service, illness or other compelling reason, the period of eligibility shall be extended by the period of interruption.</p> <p>(d) As of the school year in progress on 1 January 2018, the admissible expenses are limited to tuition (including mother tongue) and enrollment-related fees.</p>

STAFF REGULATIONS AND RULES	PROPOSED CHANGES
<p>shall be determined and periodically reviewed under the same conditions as in subparagraph (i) above, plus 75 per cent of the cost of attendance up to a maximum amount fixed in the same way.</p> <p>(e) In the case of attendance at an educational institution in the country or area of the duty station, the amount of the grant shall be equal to 75 per cent of the cost of attendance, up to a maximum amount fixed in the conditions prescribed in paragraph (d) above.</p> <p>(f) The grant payable shall be that proportion of the annual grant, which the period of attendance calculated to the nearest complete month bears to the full school year. For the purpose of paragraphs (d) and (e) “cost of attendance” shall include the cost of enrolment, registration, prescribed textbooks, courses, examinations and diplomas, but shall not include boarding fees, school uniforms or optional charges. Where local conditions at duty stations justify such provision, the cost of attendance may include the cost of midday meals, where these are provided by the school, and the cost of daily group transport.</p> <p>(g) If both parents of the child are officials of the Organization or officials from the United Nations or another Specialized agency, the grant shall only be payable to one parent.</p> <p>(h) In Madrid, the school year is considered to fall within the period from September to the end of June. At other duty stations the Secretary- General may fix other periods.</p> <p>(i) The grant shall be payable upon the presentation of evidence satisfactory to the Secretary-General that the conditions required by this Rule are fulfilled.</p>	<p>(e) The education grant scheme is subject to a global sliding scale, with declining reimbursement determined and periodically reviewed in accordance with the scale in force in the United Nations common system.</p> <p>(f) The grant payable shall be that proportion of the annual grant, which the period of attendance calculated to the nearest complete month bears to the full school year.</p> <p>(g) If both parents of the child are officials of the Organization or officials from the United Nations or another Specialized agency, the grant shall only be payable to one parent.</p> <p>(h) In Madrid, the school year is considered to fall within the period from September to the end of June. At other duty stations the Secretary-General may fix other periods.</p> <p>(i) The grant shall be payable upon the presentation of evidence satisfactory to the Secretary-General that the conditions required by this Rule are fulfilled.</p> <p>(j) Where attendance is for less than two-thirds of the school 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 school year.</p> <p>(k) Where the period of service of the official does not cover the full school year, the amount of the grant for that year shall normally be that proportion of the grant otherwise payable which the period of service bears to the full school year.</p>

STAFF REGULATIONS AND RULES	PROPOSED CHANGES
<p>(j) Where attendance is for less than two-thirds of the school 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 school year.</p> <p>(k) Where the period of service of the official does not cover the full school year, the amount of the grant for that year shall normally be that proportion of the grant otherwise payable which the period of service bears to the full school year.</p> <p>(l) An official to whom an education grant is payable under paragraph (d) above in respect of his child's attendance at an educational institution shall be entitled to travel expenses for the child of one return journey each school year between the educational institution and the duty station, subject to the following provisions :</p> <p>(i) Such travel expenses shall not be paid if the requested journey is unreasonable, either because of its timing in relation to other authorized travel of the official or his eligible family members or because of the brevity of the visit in relation to the expense involved ; in particular transport expenses shall not normally be paid when the official's appointment will expire within six months of the child's arrival at the duty station ;</p> <p>(ii) Where attendance is for less than two-thirds of the school year, travel expenses shall not normally be payable ;</p> <p>(iii) Transport expenses shall not exceed the cost of a journey between the official's home country and the duty station.</p> <p>(m) Where such an educational institution is located beyond commuting distance from the area where the official is serving and, in the opinion of the Secretary-</p>	<p>(l) For the purpose of applying the rates of reimbursement established in paragraph (e) above, when the expenses incurred are in a currency other than the United States dollar, the rate of exchange to be used shall be the United Nations operational rate of exchange in effect on the date when the reimbursement is made.</p>

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<p>General, no school in that area would be suitable for the child, transport expenses of the child shall be paid for an outward and return journey once for each school year between the educational institution and the duty station.</p> <p>(n) For the purpose of applying the rates of reimbursement established in paragraphs (d) and (e) above, when the expenses incurred are in a currency other than the United States dollar, the rate of exchange to be used shall be the United Nations operational rate of exchange in effect on the date when the reimbursement is made.</p>	
<p>Rule 13 (7) Special education grant for disabled children</p> <p>(a) A special education grant shall be payable, subject to paragraph (d) below, to any official holding a fixed-term or permanent appointment whose dependent child is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to facilitate his integration into society or, while attending a normal educational institution, requires special teaching or training to assist him in overcoming the disability.</p> <p>(b) The amount of the grant shall be equal to 100 per cent of the expenses incurred, up to a maximum special education grant determined and periodically reviewed in accordance with the scale in force in the United Nations Common System. 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. This amount shall be calculated in accordance with the provisions contained in the last sentence of Rule 13 (6) (n).²</p>	<p>Rule 13 (7) Special education grant for disabled children</p> <p>(a) A special education grant shall be payable, subject to paragraph (d) below, to any official holding a fixed-term or permanent appointment whose dependent child is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to facilitate his integration into society or, while attending a normal educational institution, requires special teaching or training to assist him in overcoming the disability.</p> <p>(b) The amount of the grant shall be equal to 100 per cent of the expenses incurred, up to a maximum special education grant determined and periodically reviewed in accordance with the scale in force in the United Nations Common System (upper limit of the top bracket). 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. This amount shall be calculated in accordance with the provisions contained in the last sentence of Rule 13</p>

STAFF REGULATIONS AND RULES	PROPOSED CHANGES
<p>(c) The expenses reimbursable under the present Rule are those incurred in respect of such teaching services and equipment as are necessary to provide an educational programme designed to meet the needs of the disabled child in order that he may attain the highest possible level of functional ability.</p> <p>(d) In order to receive a grant under the present Rule, the official shall be required to show that all other sources of benefits that may be available for the education and training of the child have been exhausted. The amount of expenses used in calculating the grant shall be reduced by the amount of benefits so received as well as by the amount of any grant received under Rule 13 (6).</p> <p>(e) The grant under the present Rule shall be payable from the date on which the special teaching or training is required up to the end of the school year or calendar year, as appropriate, in which the dependent child reaches the age of twenty-five years. In exceptional circumstances the Secretary-General may authorize the payment of the special education grant up to the end of the year in which the child reaches the age of twenty-eight.</p> <p>(f) The provisions of paragraphs (e), (f) and (g) of Rule 13 (6) shall apply, mutatis mutandis, within the limits of the maximum grant provided for in (b) above.</p>	<p>(6) (l).²</p> <p>(c) The expenses reimbursable under the present Rule are those incurred in respect of such teaching services and equipment as are necessary to provide an educational programme designed to meet the needs of the disabled child in order that he may attain the highest possible level of functional ability.</p> <p>(d) In order to receive a grant under the present Rule, the official shall be required to show that all other sources of benefits that may be available for the education and training of the child have been exhausted. The amount of expenses used in calculating the grant shall be reduced by the amount of benefits so received as well as by the amount of any grant received under Rule 13 (6).</p> <p>(e) The grant under the present Rule shall be payable from the date on which the special teaching or training is required up to the end of the school year or calendar year, as appropriate, in which the dependent child reaches the age of twenty-five years. In exceptional circumstances the Secretary-General may authorize the payment of the special education grant up to the end of the year in which the child reaches the age of twenty-eight.</p> <p>(f) The provisions of paragraphs (d) (e), (f) and (g) of Rule 13 (6) shall apply, mutatis mutandis, within the limits of the maximum grant provided for in (b) above.</p>
<p>Rule 14 (9) Promotion</p> <p>(a) Promotion shall be the advancement of an official to a higher grade. An</p>	<p>Rule 14 (9) Promotion</p> <p>(a) Promotion shall be the advancement of an official to a higher grade. An</p>

STAFF REGULATIONS AND RULES	PROPOSED CHANGES
<p>official may be promoted for an indeterminate period or for a fixed-term period of not less than one year.</p> <p>(b) (i) <i>Promotion within categories and from Professional to Director category</i></p> <p>An official shall, upon promotion, be placed in the first salary step of the new grade, where such promotion produces an increase in annual net salary of not less than two full increments in the new annual net salary scale of his grade before promotion. Otherwise the step in the new grade shall be determined so that, during the first full calendar month following promotion, an official would receive in annual net salary the amount of two full increments in his grade before promotion.</p> <p>(ii) <i>Promotion from General Service to Professional category</i></p> <p>An official shall, upon promotion, be placed in the first step of the new grade, where such a promotion produces an increase in the total of annual net salary and post adjustment at the without dependant rate of not less than one full increment in the new annual net salary scale over his previous pay. Otherwise the step in the new grade shall be determined so that, during the first year following promotion, an official would receive as a total of annual net salary and post adjustment at the without dependant rate the amount of one full increment in the new net salary scale more than he would have received as pay without promotion.</p> <p>(iii) The date of the official's first increment after promotion shall be adjusted to give effect to the foregoing.</p>	<p>official may be promoted for an indeterminate period or for a fixed-term period of not less than one year.</p> <p>(b) (I) <i>Promotion within categories and from Professional to Director category</i></p> <p>An official shall, upon promotion, be placed in the first salary step of the new grade, where such promotion produces an increase in annual net salary of not less than two full increments in the new annual net salary scale of his grade before promotion. Otherwise the step in the new grade shall be determined so that, during the first full calendar month following promotion, an official would receive in annual net salary the amount of two full increments in his grade before promotion.</p> <p>(ii) <i>Promotion from General Service to Professional category</i></p> <p>An official shall, upon promotion, be placed in the first step of the new grade, where such a promotion produces an increase in the total of annual net salary and post adjustment of not less than one full increment in the new annual net salary scale over his previous pay (without family allowances). Otherwise the step in the new grade shall be determined so that, during the first year following promotion, an official would receive as a total of annual net salary and post adjustment the amount of one full increment in the new net salary scale more than he would have received as pay without promotion.</p> <p>(iii) The date of the official's first increment after promotion shall be adjusted to give effect to the foregoing.</p>

STAFF REGULATIONS AND RULES	PROPOSED CHANGES
<p>(c) If an official who has been promoted for a fixed-term period returns to the grade from which he was promoted, he shall be placed in the step he would have reached in that grade had there been no promotion.</p> <p>(d) When an official holding a permanent appointment is promoted for a fixed-term period, he shall retain his permanent appointment.</p> <p>(e) In case of separation during a fixed-term promotion, any separation payments to which the official concerned may be entitled shall be calculated on the basis of the grade to which he has been promoted.</p>	<p>(c) If an official who has been promoted for a fixed-term period returns to the grade from which he was promoted, he shall be placed in the step he would have reached in that grade had there been no promotion.</p> <p>(d) When an official holding a permanent appointment is promoted for a fixed-term period, he shall retain his permanent appointment.</p> <p>(e) In case of separation during a fixed-term promotion, any separation payments to which the official concerned may be entitled shall be calculated on the basis of the grade to which he has been promoted.</p>
<p>Rule 15 (5) Incremental date</p> <p>(a) An official shall be entitled to consideration for increment as from each anniversary of the first day of the month during which he was appointed. This date shall be his incremental date.</p> <p>(b) Upon promotion an official shall be entitled to consideration for increment as from each anniversary of the first day of the month during which he was promoted. This date shall then become his incremental date. However, any increment above step 11 of grade P.2, step 13 of grade P.3, step 12 of grade P.4 and step 10 of grade P.5 shall be preceded by twenty-four months of satisfactory service.</p> <p>(c) Any increment above step 4 of grade D.1 and above shall be preceded by twenty-four months at the previous step.</p> <p>(d) An official who is not in receipt of the maximum salary attaching to his grade shall be granted one increment on his incremental date, subject to the provisions</p>	<p>Rule 15 (5) Incremental date</p> <p>(a) An official shall be entitled to consideration for increment as from each anniversary of the first day of the month during which he was appointed. This date shall be his incremental date.</p> <p>(b) Upon promotion an official shall be entitled to consideration for increment as from each anniversary of the first day of the month during which he was promoted. This date shall then become his incremental date. However, any increment above step 7 of any grade in the professional category shall be preceded by twenty-four months of satisfactory service.</p> <p>(c) Any increment above step 4 of grade D.1 and above shall be preceded by twenty-four months at the previous step.</p> <p>(d) An official who is not in receipt of the maximum salary attaching to his grade shall be granted one increment on his incremental date, subject to the provisions of Rule 15 (6) (Withholding of increment).</p>

of Rule 15 (6) (Withholding of increment).	
<p style="text-align: center;">STAFF REGULATIONS AND RULES</p> <p>Rule 21 (2) Travel entitlements in respect of official's family</p> <p>(a) Where an official is entitled to travel at the expense of the Organization under Rule 21 (1), the Organization shall pay the travel expenses of eligible members of his family under the same conditions as those of the official, subject to the provisions of the present Rule. They may travel separately from the official if authorized by the Secretary-</p> <p>General and subject to such conditions as he may prescribe. In all cases, the payment of travel expenses is subject to the condition that the timing of the journey must be reasonable in relation to other travel authorized under the Staff Rules.</p> <p>(b) The persons in respect of whom travel expenses shall be payable are: the spouse and dependent children of the official.</p> <p>(c) Payment of travel expenses in respect of family members upon or subsequent to appointment shall be subject to the condition that appointment is for not less than one year and they remain at the duty station not less than six months. In the event of departure of a family member after less than six months at the duty station, travel expenses paid in his respect shall be deducted from the official's emoluments except if the Secretary-General has authorized his departure or considers that there is exceptional justification thereof.</p> <p>(d) Travel on home leave of a dependent child both of whose parents are officials entitled to home leave, and in respect of whom no travel expenses are payable under Rule 13 (6) shall be authorized once every two years between the duty</p>	<p style="text-align: center;">PROPOSED CHANGES</p> <p>Rule 21 (2) Travel entitlements in respect of official's family</p> <p>(a) Where an official is entitled to travel at the expense of the Organization under Rule 21 (1), the Organization shall pay the travel expenses of eligible members of his family under the same conditions as those of the official, subject to the provisions of the present Rule. They may travel separately from the official if authorized by the Secretary-</p> <p>General and subject to such conditions as he may prescribe. In all cases, the payment of travel expenses is subject to the condition that the timing of the journey must be reasonable in relation to other travel authorized under the Staff Rules.</p> <p>(b) The persons in respect of whom travel expenses shall be payable are: the spouse and dependent children of the official.</p> <p>(c) Payment of travel expenses in respect of family members upon or subsequent to appointment shall be subject to the condition that appointment is for not less than one year and they remain at the duty station not less than six months. In the event of departure of a family member after less than six months at the duty station, travel expenses paid in his respect shall be deducted from the official's emoluments except if the Secretary-General has authorized his departure or considers that there is exceptional justification thereof.</p> <p>(d) Travel on home leave of a dependent child both of whose parents are officials entitled to home leave, shall be authorized once every two years between the duty station where the child resides and the recognized home</p>

<p>station where the child resides and the recognized home of either parent.</p> <p style="text-align: center;">STAFF REGULATIONS AND RULES</p> <p>(e) Travel on home leave of a dependent child in respect of whom travel expenses are payable under Rule 13 (6) may be authorized once in every two years between the place of study and the official's recognized home, provided it coincides with the official's travel on home leave and its timing is reasonable in relation to travel authorized under Rule 13 (6).</p> <p>(f) Travel from the duty station to the official's recognized home, or to some other place provided the cost is not higher, may be authorized in respect of a child who has ceased to be dependent, provided it is effected within one year following the cessation of dependency or upon completion of a full-time university course commenced while the child was dependent.</p>	<p>of either parent.</p> <p style="text-align: center;">PROPOSED CHANGES</p> <p>(e) Repatriation travel from the duty station to the official's recognized home, or to some other place provided the cost is not higher, may be authorized in respect of a child who has ceased to be dependent, provided it is effected within one year following the cessation of dependency or upon completion of a full-time university course commenced while the child was dependent but in no case when the child reaches the age of twenty-five.</p>
<p>Rule 22 (1) Removal expenses</p> <p>(a) When an internationally recruited official is to serve at an established office for a continuous period, which is expected to be two years or longer, the Secretary-General, shall decide whether to pay an assignment allowance under Rule 13 (3) or to pay costs for the removal of the official's personal effects and household goods under the following circumstances :</p> <p>(i) on initial appointment for a period of two years or more ;</p> <p>(ii) upon completion of two years of continuous service ;</p> <p>(iii) on change of duty station to an established office, provided that the official is expected to serve at the new duty station for a period of two years or more and</p>	<p>Rule 22 (1) Removal expenses</p> <p>(a) When an internationally recruited official is to serve at an established office for a continuous period, which is expected to be two years or longer, the Secretary-General, shall decide whether to pay a lump sum under paragraph (g) below or to pay costs for the removal of the official's personal effects and household goods under the following circumstances :</p> <p>i) on initial appointment for a period of two years or more ;</p> <p>(ii) upon completion of two years of continuous service ;</p> <p>(iii) on change of duty station to an established office, provided that the official is expected to serve at the new duty station for a period of two years</p>

<p>that, in exceptional cases where the expected period of service is one year or</p> <p style="text-align: center;">STAFF REGULATIONS AND RULES</p> <p>more but less than two years, the Secretary-General may authorize payment of removal costs under this Rule ;</p> <p>(iv) upon separation from service, provided that the official had an appointment for a period of two years or more or had completed not less than two years of continuous service.</p> <p>(b) Under subparagraphs (a) (i) and (ii) above, the Organization shall pay the expenses of removing an official's personal effects and household goods either from the place of recruitment or from the place recognized as his home for purposes of home leave under Rule 18 (1), provided that the effects and goods were in the official's possession at the time of appointment and are being transported for his own use. Payment may be authorized by the Secretary-General in exceptional cases, on such terms and conditions as the Secretary-General deems appropriate. No expenses shall be paid for removing an official's personal effects and household goods from one residence to another at the duty station.</p> <p>(c) Under subparagraph (a) (iv) above, the Organization shall pay the expenses of removing an official's personal effects and household goods from the official duty station to any one place to which the official is entitled to be returned in accordance with the provisions of Rule 21 (1) or any other one place authorized by the Secretary-General in exceptional cases on such terms and conditions as the Secretary-General deems appropriate, provided that the effects and goods were in the official's possession at the time of separation from service and are being transported for his own use.</p> <p>(d) Payment by the Organization of removal expenses shall be subject to the</p>	<p>or more and that, in exceptional cases where the expected period of</p> <p style="text-align: center;">PROPOSED CHANGES</p> <p>service is one year or more but less than two years, the Secretary-General may authorize payment of removal costs under this Rule ;</p> <p>(iv) upon separation from service, provided that the official had an appointment for a period of two years or more or had completed not less than two years of continuous service.</p> <p>(b) Under subparagraphs (a) (i) and (ii) above, the Organization shall pay the expenses of removing an official's personal effects and household goods either from the place of recruitment or from the place recognized as his home for purposes of home leave under Rule 18 (1), provided that the effects and goods were in the official's possession at the time of appointment and are being transported for his own use. Payment may be authorized by the Secretary-General in exceptional cases, on such terms and conditions as the Secretary-General deems appropriate. No expenses shall be paid for removing an official's personal effects and household goods from one residence to another at the duty station.</p> <p>(c) Under subparagraph (a) (iv) above, the Organization shall pay the expenses of removing an official's personal effects and household goods from the official duty station to any one place to which the official is entitled to be returned in accordance with the provisions of Rule 21 (1) or any other one place authorized by the Secretary-General in exceptional cases on such terms and conditions as the Secretary-General deems appropriate, provided that the effects and goods were in the official's possession at the time of separation from service and are being transported for his own use.</p> <p>(d) Payment by the Organization of removal expenses shall be subject to</p>
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following considerations :

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(I) The maximum weight and volume for which entitlement to removal at the Organization's expense exists shall be 4,890 kg (10,800 lb) or 30.58 cubic meters (1,080 cubic feet), including the weight or volume of packing but excluding crating and lift vans, for an official without a spouse or dependent child and 8,159 kg(18,000 lb) or 50.97 cubic meters (1,800 cubic feet) for an official with a spouse or dependent child residing at the official duty station. Higher maxima may be authorized if the official presents convincing evidence that his normal and necessary personal effects and household goods to be removed exceed those limits ;

(ii) 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, motor cars, motor cycles, trailers and other power-assisted conveyances shall in no case be considered as such effects and goods ;

(iii) Shipments under this Rule shall normally be made in one consignment. Reasonable costs of packing, crating, cartage, unpacking and uncrating of such shipments within the limits of the authorized weight or volume will be reimbursed, but costs for the servicing, dismantling, installing or special packing of personal effects and household goods shall not be reimbursed. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Secretary-General, they are directly incidental to the transport of the consignment ;

(iv) Transport of personal effects and household goods shall be by the most economical means, as determined by the Secretary- General, taking into account costs allowable under subparagraph (d) (iii) above ;

(v) In addition to the removal expenses under this Rule, the cost of transporting a

the following considerations :

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(i) The maximum weight and volume for which entitlement to removal at the Organization's expense exists shall be 4,890 kg (10,800 lb) or 30.58 cubic meters (1,080 cubic feet), including the weight or volume of packing but excluding crating and lift vans, for an official without a spouse or dependent child and 8,159 kg(18,000 lb) or 50.97 cubic meters (1,800 cubic feet) for an official with a spouse or dependent child residing at the official duty station. Higher maxima may be authorized if the official presents convincing evidence that his normal and necessary personal effects and household goods to be removed exceed those limits ;

(ii) 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, motor cars, motor cycles, trailers and other power-assisted conveyances shall in no case be considered as such effects and goods ;

(iii) Shipments under this Rule shall normally be made in one consignment. Reasonable costs of packing, crating, cartage, unpacking and uncrating of such shipments within the limits of the authorized weight or volume will be reimbursed, but costs for the servicing, dismantling, installing or special packing of personal effects and household goods shall not be reimbursed. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Secretary-General, they are directly incidental to the transport of the consignment ;

(iv) Transport of personal effects and household goods shall be by the most economical means, as determined by the Secretary- General, taking into account costs allowable under subparagraph (d) (iii) above ;

<p>private motor car to a duty station may be partially reimbursed under conditions</p> <p style="text-align: center;">STAFF REGULATIONS AND RULES</p> <p>established by the Secretary- General, provided that the duty station to which the motor car is transported is one of the duty stations designated for that purpose and that the assignment of the official to the duty station is expected to be for a period of two years or more or that the initial assignment for a lesser period is extended so that the total period of assignment becomes two years or more.</p> <p>(e) Removal costs shall not be payable under this Rule in the case of mission service.</p> <p>(f) Where both husband and wife are officials and each is entitled to removal of personal effects and household goods, the maximum weight or volume that may be removed at the Organization's expense for both of them shall be that provided for an official with a spouse or dependent child residing at the official duty station.</p>	<p>(v) In addition to the removal expenses under this Rule, the cost of</p> <p style="text-align: center;">PROPOSED CHANGES</p> <p>transporting a private motor car to a duty station may be partially reimbursed under conditions established by the Secretary- General, provided that the duty station to which the motor car is transported is one of the duty stations designated for that purpose and that the assignment of the official to the duty station is expected to be for a period of two years or more or that the initial assignment for a lesser period is extended so that the total period of assignment becomes two years or more.</p> <p>(e) Removal costs shall not be payable under this Rule in the case of mission service.</p> <p>(f) Where both husband and wife are officials and each is entitled to removal of personal effects and household goods, the maximum weight or volume that may be removed at the Organization's expense for both of them shall be that provided for an official with a spouse or dependent child residing at the official duty station.</p> <p>(g) The Secretary-General may decide to pay a lump-sum amount in lieu of the removal of personal effects entitlement. The amount of the lump-sum and the conditions for payment shall be established by the Secretary-General.</p>
<p>Rule 24 (4) Age of retirement</p> <p>Officials shall retire at the end of the last day of the month in which they breach the age of sixty-two. In the case of officials appointed on or after 1 January 2014, retirement shall be at the end of the last day of the month in which they reach the</p>	<p>Rule 24 (4) Age of retirement</p> <p>Officials shall retire from the Organization at the end of the last day of the month in which they reach the age of sixty-five without prejudice of acquired rights. Mandatory age of retirement from the United Nations Joint Staff Pension Fund is governed by the Regulations, Rules and Pension</p>

age of sixty-five.	Adjustment System of the United Nations Joint Staff Pension Fund
<p style="text-align: center;">STAFF REGULATIONS AND RULES</p> <p>Rule 24 (11) Repatriation grant</p> <p>(a) A repatriation grant shall be payable to any non-locally recruited official who, on leaving the Organization otherwise than by summary dismissal under Rules 30 (7) (Summary dismissal of permanent officials) and 30 (8) (Discharge or summary dismissal of fixed-term officials) has completed one year of service outside the country of his home. The grant shall be computed in accordance with the schedule below. It shall be paid at the family rate when an official has either a dependent spouse or a dependent child in terms of Rule 13 (4) (Definition of Dependants).</p> <p>(b) When both husband and wife are officials of the Organization, the repatriation grant is payable at the single rate to each of them. When they have a dependent child, the grant shall be paid to each of the spouses under conditions established by the Secretary-General in order to avoid double payment.</p> <p>(c) The payment of the grant shall be subject to the production by the former official of documentary evidence satisfactory to the Secretary-General that the official has taken up residence in a country other than that of the last duty station. No claim for this grant may be made after the expiry of two years from the effective date of separation, provided that in exceptional cases this time-limit may be extended by the Secretary-General. Notwithstanding the provisions of this paragraph, officials in service on 31 December 1987 shall not be required to produce documentary evidence in respect of their entitlement to a grant corresponding to the period of service completed by that date ; in respect of service after that date such evidence is required for any balance of the grant to be paid.</p>	<p style="text-align: center;">PROPOSED CHANGES</p> <p>Rule 24 (11) Repatriation grant</p> <p>(a) A repatriation grant shall be payable to any non-locally recruited official who, on leaving the Organization otherwise than by summary dismissal under Rules 30 (7) (Summary dismissal of permanent officials) and 30 (8) (Discharge or summary dismissal of fixed-term officials) has completed one year of service outside the country of his home. The grant shall be computed in accordance with the schedule below. It shall be paid at the family rate when an official is in receipt of a dependent spouse allowance, a single parent allowance or has a dependent child in terms of Rule 13 (4) (Definition of Dependents).</p> <p>(b) Staff recruited on or after 1 July 2016 will become eligible for repatriation grant after five years of expatriate service under these Staff Rules and Regulations.</p> <p>(c) When both husband and wife are officials of the Organization, the repatriation grant is payable at the single rate to each of them. When they have a dependent child, the grant shall be paid to each of the spouses under conditions established by the Secretary-General in order to avoid double payment.</p> <p>(d) The payment of the grant shall be subject to the production by the former official of documentary evidence satisfactory to the Secretary-General that the official has taken up residence in a country other than that of the last duty station. No claim for this grant may be made after the expiry of two years from the effective date of separation, provided that in exceptional cases this time-limit may be extended by the Secretary-</p>

(d) When an official has been transferred to his home country, he shall retain entitlement to the repatriation grant computed in accordance with the schedule

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below, the length of service taken into account for determining the grant being reduced by one year in respect of each six months of service completed in his home country. If subsequently the official has been transferred outside his home country, his entitlement shall then accrue in the same conditions until it reaches the level it had reached when the official was transferred to his home country. Thereafter it shall accrue in accordance with the schedule below.

(e) In the event of the death of an official to whom the grant would have been payable, it shall be paid : (1) to the surviving spouse or (2) to a child in respect of whom a family allowance was payable. If there is one such surviving person, the grant shall be paid at the single rate; if there is more than one, it shall be paid at the family rate. If there is no such surviving person, no payment shall be made.

(f) The repatriation grant shall be computed in accordance with the following schedule. If service in the final year is less than twelve full months, the grant shall be paid in respect of completed months of service in that year.

General. Notwithstanding the provisions of this paragraph, officials in service on 31 December 1987 shall not be required to produce

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documentary evidence in respect of their entitlement to a grant corresponding to the period of service completed by that date ; in respect of service after that date such evidence is required for any balance of the grant to be paid.

(e) When an official has been transferred to his home country, he shall retain entitlement to the repatriation grant computed in accordance with the schedule below, the length of service taken into account for determining the grant being reduced by one year in respect of each six months of service completed in his home country. If subsequently the official has been transferred outside his home country, his entitlement shall then accrue in the same conditions until it reaches the level it had reached when the official was transferred to his home country. Thereafter it shall accrue in accordance with the schedule below.

(f) In the event of the death of an official to whom the grant would have been payable, it shall be paid : (1) to the surviving spouse or (2) to a child in respect of whom a family allowance was payable. If there is one such surviving person, the grant shall be paid at the single rate; if there is more than one, it shall be paid at the family rate. If there is no such surviving person, no payment shall be made.

(g) The repatriation grant shall be computed in accordance with the following schedule. If service in the final year is less than twelve full

Years of continuous service outside the home country	Number of weeks' salary		
	Single rate (Professional category and above)	Single rate (General Service category)	Family rate
1 year	3	2	4
2 years	5	4	8
3 years	6	5	10
4 years	7	6	12
5 years	8	7	14
6 years	9	8	16
7 years	10	9	18
8 years	11	10	20
9 years	13	11	22
10 years	14	12	24
11 years	15	13	26
12 years or more	16	14	28

(g) For officials in service on 31 December 1987, "salary" shall mean, up to that date, base salary plus post adjustment for the Professional category and above and base salary plus any pensionable allowances for the General Service category.

months, the grant shall be paid in respect of completed months of service in that year.

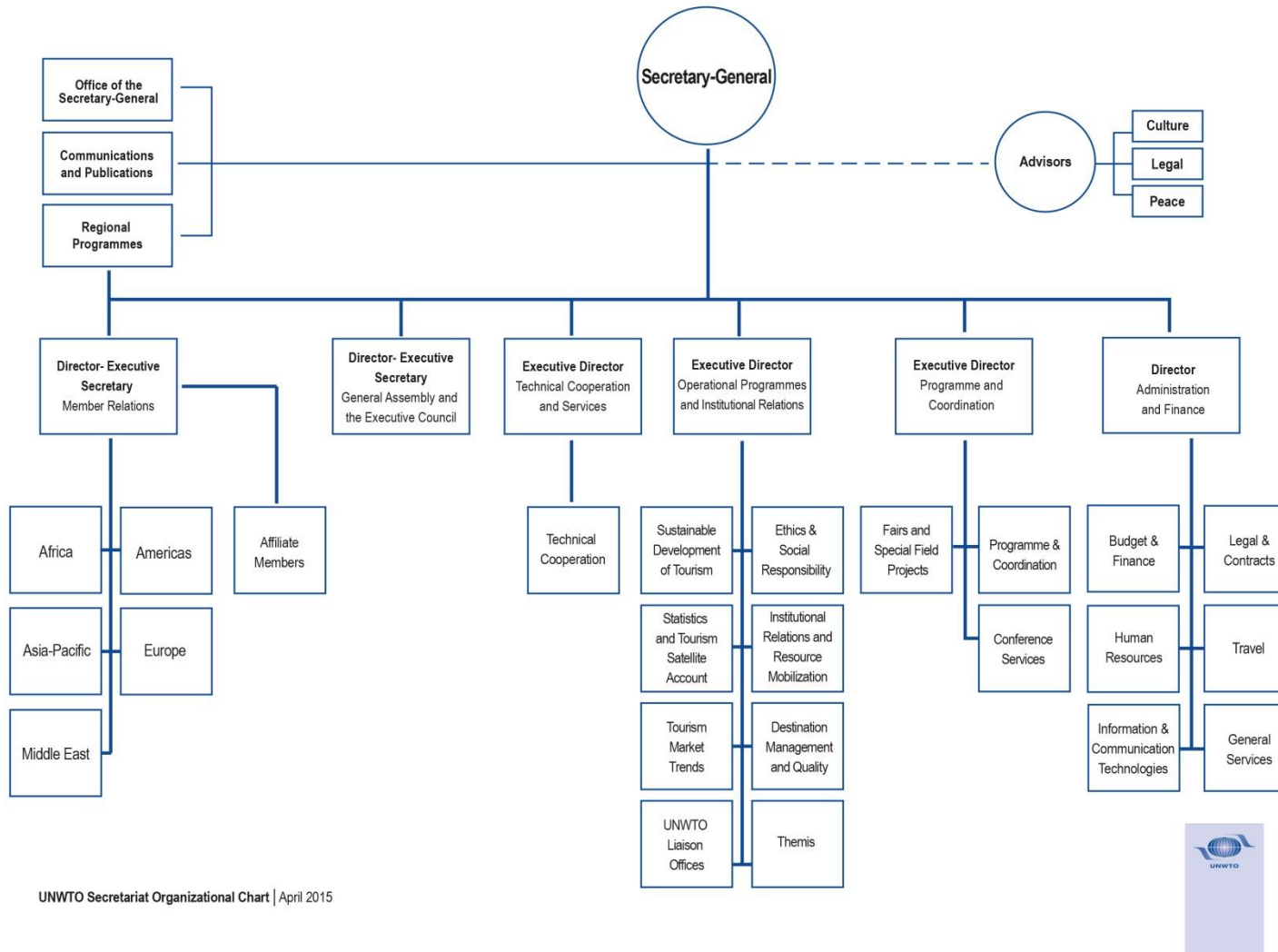
Years of continuous service outside the home country	Number of weeks' salary		
	Single rate (Professional)	Single rate (General Service)	Family rate
1 year*	3	2	4
2 years*	5	4	8
3 years*	6	5	10
4 years*	7	6	12
5 years*	8	7	14
6 years	9	8	16
7 years	10	9	18
8 years	11	10	20
9 years	13	11	22
10 years	14	12	24
11 years	15	13	26
12 years or more	16	14	28

	<p>* eligible staff members employed on or after 1 July 2016 will be paid out Repatriation grant only after 5 years of expatriate service</p> <p>(g) For officials in service on 31 December 1987, “salary” shall mean, up to that date, base salary plus post adjustment for the Professional category and above and base salary plus any pensionable allowances for the General Service category.</p>
<p>Rule 33 (1) Application and amendment of the Rules</p> <p>(a) The Secretary-General shall be responsible for the application of these Rules. He shall be responsible for the provisional application of the changes introduced by the United Nations in the common system of salaries and those concerning the allowances and other conditions of service established in accordance with the common system, until their approval by the Executive Council.</p> <p>(b) The amendments to these Rules shall be compatible with the common system of salaries, allowances and other conditions of service of the United Nations and specialized agencies.</p> <p>(c) The Secretary-General may make exceptions to the Rules in specific cases, provided that such exceptions are not inconsistent with the Staff Regulations and do not constitute a breach of contract or prejudice the acquired rights of, and are in the interests of the Organization. Such exceptions shall be made a matter of record and made known to the Executive Council or the General Assembly on request.</p> <p>(d) In case of doubt with regard to the interpretation and/or application of the Staff Rules and of administrative instructions related thereto, the Secretary-General shall be guided by the United Nations practices.</p>	<p>Rule 33 (1) Application and amendment of the Rules</p> <p>(a) The Secretary-General shall be responsible for the application of these Rules. He shall be responsible for the provisional application of the changes introduced by the United Nations in the common system of salaries and those concerning the allowances and other conditions of service established in accordance with the common system and changes thereof decided by the United Nations General Assembly, until their approval by the Executive Council.</p> <p>(b) The amendments to these Rules shall be compatible with the common system of salaries, allowances and other conditions of service of the United Nations and specialized agencies.</p> <p>(c) The Secretary-General may make exceptions to the Rules in specific cases, provided that such exceptions are not inconsistent with the Staff Regulations and do not constitute a breach of contract or prejudice the acquired rights of, and are in the interests of the Organization. Such exceptions shall be made a matter of record and made known to the Executive Council or the General Assembly on request.</p> <p>(d) In case of doubt with regard to the interpretation and/or application of</p>

	the Staff Rules and of administrative instructions related thereto, the
<p style="text-align: center;">STAFF REGULATIONS AND RULES</p> <p>Rule 33 (8) Transitional provisions</p> <p>(a) Entitlement to the separation grant shall expire on the date these Rules¹² enter into force for all officials who on that date do not fulfill the conditions stipulated by Rule 24 (11) for entitlement to the repatriation grant. Upon termination for a reason other than summary dismissal, an official's acquired rights with respect to the separation grant shall be liquidated, taking into account his family situation, grade and step as of the date of separation from service.</p> <p>(b) The salaries and allowances of officials of the General Service category in service at 1 April 1987 shall, to protect the rights acquired by that date, be increased by a transitional supplement which shall be phased out as the salaries and allowances paid under these Rules rise to the level of the salaries and allowances applicable on 1 February 1987.</p>	<p style="text-align: center;">PROPOSED CHANGES</p> <p>Secretary-General shall be guided by the United Nations practices.</p> <p>Rule 33 (8) Transitional provisions</p> <p>(a) Entitlement to the separation grant shall expire on the date these Rules¹² enter into force for all officials who on that date do not fulfill the conditions stipulated by Rule 24 (11) for entitlement to the repatriation grant. Upon termination for a reason other than summary dismissal, an official's acquired rights with respect to the separation grant shall be liquidated, taking into account his family situation, grade and step as of the date of separation from service.</p> <p>(b) The salaries and allowances of officials of the General Service category in service at 1 April 1987 shall, to protect the rights acquired by that date, be increased by a transitional supplement which shall be phased out as the salaries and allowances paid under these Rules rise to the level of the salaries and allowances applicable on 1 February 1987.</p> <p>(c) Effective 1 January 2017</p> <p>(i) Staff members in receipt of the dependency rate of salary in respect of a dependent child at the time of conversion to the unified salary scale structure [and not eligible for single parent allowance] will receive a transitional allowance of six per cent of net remuneration in respect of that dependent child and that no child allowance should be paid concurrently in that case;</p> <p>(ii) The allowance would be reduced by one percentage point of net</p>

<p style="text-align: center;">STAFF REGULATIONS AND RULES</p>	<p>remuneration every 12 months thereafter;</p> <p style="text-align: center;">PROPOSED CHANGES</p> <p>(iii) When the amount of the transitional allowance becomes equal to or less than the amount of the child allowance, the latter amount would be payable in lieu;</p> <p>(iv) The transitional allowance would be discontinued if the child in respect of whom the allowance was payable were to lose eligibility.</p> <p>(v) The salary levels of staff members that were higher than those at the maximum step of their grade upon conversion to the unified salary scale should be maintained by the Commission as a pay protection measure;</p> <p>(vi) Those salaries should be adjusted for any changes in post adjustment, including consolidation of post adjustment to base salaries approved by the General Assembly</p>
<p>Annex 1 Annex 1 (a) Salary scale for the professional and higher categories showing annual gross salaries and net equivalents after application of staff assessment Annex 1 (b) General Service category Salaries and Allowances</p>	<p>Annex 1 Annex 1 (a) Proposed salary scale for the professional and higher categories showing annual gross salaries and net equivalents after application of staff assessment (effective 01/01/2017 as approved by UNGA Resolution A/RES/70/244, paragraph 6) Annex 1 (b) General Service category Salaries and Allowances Annex 1 (c) Grade and step matching of staff for conversion from the current salary scale structure to the unified scale structure (approved by UNGA Resolution A/RES/70/244, paragraph 8)</p>

Annex II. UNWTO Secretariat Organizational Chart



Annex III. Report of the Ethics Officer on the activities conducted by the UNWTO Ethics Office in 2015

Activities of the UNWTO Ethics Office in 2015
Annual Report of the Ethics Officer

The present report is provided to the Secretary-General of the World Tourism Organization (UNWTO). The report covers the period from 1 January to 31 December 2015.

Contents

- I. Introduction
- II. Background and general information
- III. Activities of the Ethics Office during 2015
 - A. Financial disclosure programme
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 - C. Outreach, training and education
 - D. Advice and guidance
- IV. Ethics Network of Multi-Lateral Organisations

I. Introduction

1. The present report is the third since the establishment of the Ethics Office as a separate entity in UNWTO.
2. In accordance with the Ethics Office mandate to promote the highest standards of integrity and to foster a culture of ethics, transparency and accountability within UNWTO, the present report provides an overview and assessment of the work of the Ethics Office in relation to its areas of responsibility over the reporting period.

II. Background and general information

3. During its ninety-fourth session in Campeche, Mexico, the Executive Council of UNWTO, by decision 12 (XCIV), endorsed the proposal of the Secretary-General to further apply ethical standards at UNWTO and in particular, to establish an ethics function, in line with the White Paper Implementation Plan and the benchmarks applied by the United Nations. The Ethics Function is aimed at promoting an ethical organizational culture based on integrity, accountability, transparency and respect. It is an internal personnel integrity management system, and as such, it is not directly linked with the activities of Ethics and Social Dimension of Tourism programme or the Global Code of Ethics for Tourism.
4. The Executive Council also approved the Secretariat's proposal to insource the Ethics function to the United Nations Office for Project Services (UNOPS). Pursuant to that request, the Secretary-General concluded an agreement with the Executive Director of UNOPS in December 2012, the

agreement being effective from 1 January 2013.

5. The agreement specified that UNOPS would establish an ethics function in UNWTO during 2013, to include the standards suggested by the United Nations Joint Inspection Unit (JIU) in its report Ethics in the UN System (JIU/REP/2010/3), with the addition of discretionary functions, as follows:

JIU suggested standards:

- (a) Ethics function established by a decision of the legislative body.
- (b) Terms of reference of ethics function to include:
 - (i) Development and dissemination of ethics standards;
 - (ii) Development and implementation of mandatory ethics training;
 - (iii) Provision of confidential ethics advice and guidance to all personnel of the organization whatever their contractual status;
 - (iv) Administering the organization's policy for the protection of staff against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations (so-called "whistle-blower protection policy");
 - (v) Administering the organization's financial disclosure programme.

Additional functions agreed:

- (i) Receiving complaints of unethical conduct, including harassment, and advising on whether there appears to be a *prima facie* case thereof, and suggesting to management the best approach for handling the case;
- (ii) Using the ethics hotline to receive not just ethical issues in a narrow (i.e. JIU suggested) sense, but to receive all reports or complaints of misconduct, with appropriate referral;
- (iii) Assisting on mediating between staff if requested by the SG; and/or
- (iv) Assisting in the identification of suitable investigators where cases necessitate an investigation.

6. Following the agreement with UNOPS, David Mitchels (Ethics Officer, UNOPS) was designated by the Secretary-General as UNWTO's Ethics Officer.

7. The Ethics Officer reports directly to the Secretary-General, providing him with an annual report about the activities of the office.

8. In accordance with its core mandates, the Ethics Office assists the Secretary-General in ensuring that all personnel conduct themselves with integrity and professionalism and uphold the Charter of the

United Nations. The Office furthermore seeks to nurture and sustain an organizational culture committed to ethics and accountability, with the aim of enhancing both the credibility and effectiveness of the United Nations.

III. Activities of the Ethics Office during 2015

9. During 2015, all the activities required by the agreement between UNWTO and UNOPS, as described in the boxes shown under paragraph 5 above, were provided.

10. Specifically, the Ethics Office's areas of responsibility now collectively support the Office's strategic objective of promoting an ethical organizational culture in order to enhance organizational integrity, accountability, efficiency and productivity.

A. Financial disclosure programme

11. The Ethics Office is mandated to administer the UNWTO financial disclosure programme (FDP) pursuant to Secretary-General's Circular NS/774, promulgated in Madrid on 22 November 2013, as a means of identifying, managing and mitigating personal conflicts of interest risks in pursuit of strengthening public trust in the integrity of the organization. Pursuant to the Secretary-General's Circular, and to advice from the Ethics Officer, personnel identified to be within the categories listed in the Circular were required in 2015 to file annual disclosure statements.

12. In 2015, thirteen staff were identified under the Circular. Of these thirteen, there were twelve staff (or 92.31%) where no actual conflict of interest was found. This group of 12 persons where no conflict of interest was found consisted of two subgroups: 'No Conflict of Interest Was Found' for nine staff (69.23%), and 'No Conflict was Found but There Could Have Been a Possible Appearance of a Conflict of Interest' for three staff (23.08%). The three where there could have appeared to be a conflict are two with spouses working in the UN system, and one with an outside academic occupation. One staff member who submitted an incomplete declaration was, on compassionate grounds, allowed an extension to file in January 2016.

B. Protection of staff against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations

13. On 14 June 2013, the Secretary-General promulgated Secretary-General's Circular NS/768 on 14 June 2013. The aim of the Circular is as follows:

- (i) encouraging and protecting staff members who disclose information relating to misconduct that may not otherwise be discovered or cooperate with a duly authorized fact-finding activity;
- (ii) ensuring the Organization can effectively address such cases and manage risks; and
- (iii) ensuring the Organization functions in a transparent and accountable manner with the objective of enhancing good corporate governance.

14. The Office receives complaints of retaliation and conducts preliminary reviews to determine whether a complainant engaged in a protected activity and if so, whether the protected activity was a contributing factor to the alleged retaliation. In the event that on the basis of its preliminary review the Office determines that there is a prima facie case of retaliation, the matter is referred for formal investigation.

15. Pending the completion of a referred investigation, the Ethics Office may recommend to the Secretary-General that interim protection measures be implemented to safeguard the interests of the complainant. The Office will make a final recommendation to the Secretary-General for his determination subsequent to receipt and assessment of the completed investigation report and evidential materials.

16. The effective implementation of the protection against retaliation policy remains an essential means of promoting an organizational culture that encourages staff to speak out against behaviour that places the reputation and standing of UNWTO at risk. In addition to the thorough and timely review of received retaliation complaint cases, the Office will continue to articulate the purpose, scope and availability of the protection-against retaliation-policy to staff. The Office considers raising awareness of the policy to be one means of preventing retaliation.

17. During 2015, the Ethics Officer gave general advice which sometimes touched upon the issue of retaliation, but he received no formal requests for protection from retaliation under the Circular.

18. Some staff, who could be called “whistle-blowers”, reported to the Ethics Office grave concerns about a particular tendering process in relation to the procurement of a promotional video. None of the informants wished to be identified (although their identities are known to the Ethics Officer), so no protection measure was needed (except anonymity). The Ethics Officer took the view, based on what he heard from these staff, and from documents that were available, that there was a real possibility of a fraud perpetrated by staff. He therefore recommended to the Secretary-General that there should be an investigation into the matter. The Secretary-General accepted that recommendation, and ordered the setting up of a Board of Inquiry.

19. The report of the Board was delivered confidentially to the Secretary-General in October 2015. The report did not conclude that any actual fraud had occurred, but it did confirm that a senior manager had not followed procedures properly. Accordingly, the Secretary-General wrote to the manager concerned, expressing his disappointment about the way the procurement activity was conducted, requiring full observance of proper rules and procedures in the future. A copy of the letter was placed on the staff member’s personnel file.

C. Outreach, training and education

20. In order to acquaint personnel with the ethics function, and the process for setting it up, the Secretary-General issued Circular NS/762 on 27 February 2013, entitled “Establishment of an Ethics Function”. This Circular explained to personnel the importance of the function, how and why it came to be established in UNWTO, and what its terms of reference were.

21. Pursuant to the Secretary-General’s Circular, the Ethics Officer issued Communication 1/13 on 13 March 2013, introducing himself and the Office to personnel, and informing them of the functions that the office would perform. Contact details were provided, specifically a confidential telephone line, and a confidential email address. These contacts were used by UNWTO personnel during 2014.

22. The ethics intranet pages allow all personnel at UNWTO to see the mandate of the office, its terms of reference, and to obtain advice on specific ethical issues. Online ethics training was provided via the online learning programme “Integrity Awareness Initiative”, which is directed at personnel at all levels and focuses on core values and the standards of integrity to be observed within the workplace environment. This training was made available to all personnel of UNWTO via a link on the intranet.

23. The Ethics Officer conducted a series of seven face-to-face seminars at HQ in Madrid during the week beginning 8 June 2015 on the principles and values of the United Nations. Interest was keen (136 colleagues attended), questions were asked, and a useful debate was had the principles and values of the United Nations. The seminars were viewed as a success by staff and management.

D. Advice and guidance

24. The ethics advisory function is a key element in the United Nations efforts to protect and bolster its reputation and standing. Pursuant to its advisory mandate, the Office provides confidential ethics advice and guidance to UNWTO personnel, management, and departments and offices in order to ensure that decision-making is consistent with the values, principles and rules of the United Nations. This function serves to prevent, mitigate and resolve actual or perceived conflicts of interest, and in so doing enhances the integrity of UNWTO and its personnel. Dedicated telephone and email help-lines have been made available for confidential advice during 2015.

25. Advice and guidance provided by the Ethics Office during the reporting period included clarification or interpretation of the UNWTO regulations, rules and standards concerning prohibited or restricted activities, and the situation and rights of collaborators in the organisation, and of course ethical dilemmas, including receipt of gifts and travel benefits. Through inter-agency consultation and coordination with the Secretary-General, the Director of Administration, the Head of Human Resources, the Legal Office and the Staff Association Committee (SAC), the Ethics Office has sought to ensure consistent approaches to the interpretation and implementation of organizational standards.

IV. The Ethics Network of Multi-Lateral Organizations

26. In accordance with the United Nations' ongoing promotion of system-wide collaboration on ethics-related issues, including with United Nations specialized agencies and other interested entities, the United Nations Ethics Network was established on 21 June 2010. The Ethics Network was founded within the framework of the Chief Executives Board for Coordination (CEB) in order to promote system-wide collaboration and coherence in the area of ethics and integrity, with the participation of ethics officers and related professionals from the United Nations Secretariat and funds and programmes, the United Nations specialized agencies, and international financial institutions.

27. Full information on the work of the Ethics Network is provided in the Report of the United Nations Secretary-General to the General Assembly of the United Nations on the Activities of the Ethics Office (document A/70/307).

(signed)

David Mitchels
Ethics Officer, UNWTO

1 January 2016