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**INTERNATIONAL RENEWABLE ENERGY AGENCY**

Twelfth meeting of the Council

Abu Dhabi, 1 – 2 November 2016

**Report of the Director-General on Amendments to the Staff Rules**

1. The present report is submitted through the Council to the Assembly in compliance with staff regulation 13.3(b) which requires the Director-General to report to the Assembly the full text of provisional new and/or amended Staff Rules.

**I. Background**

2. Staff regulation 4.1 mandates that salaries of staff members be fixed by the Director-General in conformity with the United Nations (UN) common system standards. Staff regulation 4.2 which provides for payment of allowances and benefits in accordance with the UN common system standards also gives authority to the Director-General to specify such allowances and benefits in the Staff Rules. From the start, this has been understood to permit the adjustments necessary to ensure that the specific situation of IRENA and its staff was fully taken into account.

3. In 2012, the International Civil Service Commission (ICSC) initiated a comprehensive review of the compensation package for staff in the Professional and higher categories in the UN common system. Following a three-year comprehensive review of the compensation package, the ICSC presented the outcome to the UN General Assembly (UNGA) which, on 23 December 2015, adopted resolution 70/244. In that resolution, the UNGA approved a wide range of changes in the compensation package, many of which have a direct impact on IRENA.

4. While the changes approved by the UNGA do not require the IRENA Staff Regulations to be amended, they make it necessary to prepare a number of amendments to the IRENA Staff Rules, which are set out in the Annex to the present report. For ease of reference, amendments for each rule are set out side by side with the current text of that rule, together with an explanatory comment. The overall presentation of the amendments in the following paragraphs also identifies the specific rule(s) being referred to in the text of this report.

5. As of the time of writing of this report to the Council, it is not yet clear when some of the core components of the revised package are to become effective for IRENA. This is due to the fact that, a few months after the adoption of resolution 70/244, the UN Secretariat requested the UNGA to postpone the date of entry into force of several core components of the revised package, including the new salary system that had been scheduled to enter into force on 1 January 2017. It is not known at this point whether the UNGA will accede to this request and, if so, whether the decision would affect the UN Secretariat only or all the organizations of the UN common system. The decision is expected to be made during the main part of the 71<sup>st</sup> session of the UNGA, *i.e.*, before the end of 2016, at which time the Director-General will draw the necessary consequences of the UNGA decision on the implementation date of the various elements of the new system in IRENA, and inform Members accordingly (see further paragraphs 13 to 16 on the entry into force of the new provisions).

**II. Main features of the changes in the UN common system and amendments to the IRENA Staff Rules**

**A. Changes related to the revised salary structure**

6. The core element of the changes to the compensation package adopted by the UNGA is that a new unified net base salary scale will be used uniformly for all staff, regardless of family status, instead of using a differentiated net base salary scale with two rates: a “single” rate for staff without dependents and a higher “dependency” rate for staff with dependents.

7. Staff members with dependents will continue to receive specific allowances, using a new approach – reflected in amendments to rule 104.4. In particular:

- a. Staff members whose spouse has been recognized as dependent will receive a dependent spouse allowance;
- b. Staff members who have one or more children recognized as dependents will receive a child allowance, which may be increased in some special situations and for a limited time to facilitate the transition to the new system.

**B. Changes affecting allowances and benefits unrelated to the salary structure**

8. In resolution 70/244, the UNGA also approved a broad range of changes affecting allowances and benefits not directly related to salary scale and salary structure. In so doing, the UNGA consistently demonstrated its concern to ensure the respect of the acquired rights of staff, and of the general principle of good employer practice in transitioning from one system to another.

9. Not all the changes approved by the UNGA affect IRENA whose own conditions and needs required from the start, and continue to require, a number of adjustments from the UN common system of allowances and benefits. For instance, since almost all staff members are posted in Abu Dhabi and Bonn, the Agency had no need for complex provisions designed to encourage mobility of staff across a large number of duty stations, including payment of a mobility allowance.

10. Some of the changes, while editorial at first sight, also carry several significant new features. For instance, the former “assignment grant” has now become a “settling-in grant”, thus triggering many technical amendments throughout the rules set out in the Annex. At the same time, the new settling-in grant introduces several new measures aimed at streamlining and simplifying its administration, as shown in amended rule 104.8.

11. Other amendments are more substantive, as shown in amended rule 107 (b) discontinuing payment of the non-removal allowance after a given period at the same duty station, while however ensuring that the acquired rights of staff members are respected in the implementation process of the new rule of the new measure.

12. By far the most extensive changes made by the UNGA relate to education grant, which had shown considerable increases in cost and complexity over the years. The changes are reflected in amendments to rule 104.5. The new scheme affects mostly the “regular” education grant, which is applied in most cases, while the “special” education grant for children with a disability remains in essence unchanged from the former system.

### III. Effective date of the amendments to IRENA Staff Rules

13. As indicated in paragraph 5 above, the UN Secretariat requested the postponement of the effective dates of several core components of the revised compensation package, including the new salary system which, once part of the UN common system, will automatically apply to IRENA by virtue of staff regulation 4.1. Depending on the UNGA's response to the request, the new salary system may come into force on 1 January 2017, as decided in resolution 70/244, or on 1 September 2017 as requested by the UN Secretariat.

14. Should the UNGA either reject the UN Secretariat's request, or restrict any postponement to the UN Secretariat, the Director-General would intend to implement the amendments relating to the new salary structure and related allowances and benefits, as well as all the amendments unrelated to the new salary structure (other than education grant) as of 1 January 2017. Amendments relating to education grant, set out in rule 104.5, would apply for the school year in progress on 1 January 2018, following the practice used over many years in the UN common system for the entry into force of changes affecting education grant.

15. References to specific dates in the text of the amended rules are based on the assumption that these rules, other than those relating to education grant, will come into effect on 1 January 2017. The dates would be adjusted in the event the UNGA were to agree to the UN Secretariat's request and postpone for all the common system the entry into force of the new salary structure and related allowances.

16. It is anticipated that the UNGA's decision on the request from the UN Secretariat will be known before the end of 2016, thus making it possible for the Assembly to be fully informed of the situation and decide the date on which the amendments reported by the Director-General shall enter into full force and effect in accordance with staff regulation 13.3(c).

ANNEX

*Amendments to the Staff Rules*

| Proposed amendment [new text in bold]   | Current rule [deleted text with strikethrough]  | Comments   |
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| <p>Rule 104.1, <i>Definitions</i></p> <p>..</p> <p>(b) “Remuneration” means the sum of the net base salary, plus post adjustment and allowances where applicable, subject to deductions under rule 104.9. <b>“Net remuneration” means the sum of net base salary plus post adjustment where applicable;</b></p>   | <p>Rule 104.1, <i>Definitions</i></p> <p>..</p> <p>(b) “Remuneration” means the sum of the net base salary, plus post adjustment and allowances where applicable, subject to deductions under rule 104.9;</p>   | <p>A new sentence is added to sub-paragraph 104.1(b) to clarify the meaning of the expression “net remuneration”, which is frequently used in the context of the new regime governing dependency benefits.</p>   |
| <p>Rule 104.3, <i>Post adjustment and rental subsidy</i></p> <p>(a) The net base salary of staff in the Professional and higher categories shall be adjusted for cost-of-living variations in accordance with the United Nations common system standards.</p> <p>(b) Post adjustment at the rate applicable at the duty station is normally paid for assignments of six months or longer. However:</p> <p>i. When a staff member is assigned to an office for less than six months, the Director-General shall decide at that time whether to pay a daily subsistence allowance for the period, or to pay post adjustment, <b>settling-in</b> grant under rule 104.8 and hardship allowance under rule 104.7(a), provided the applicable conditions are met;</p> <p>[No change for the balance of rule 104.3]</p> | <p>Rule 104.3, <i>Post adjustment and rental subsidy</i></p> <p>(a) The net base salary of staff in the Professional and higher categories shall be adjusted for cost-of-living variations in accordance with the United Nations common system standards. <del>A staff member who is entitled to salary at the dependency rate shall be paid post adjustment calculated on the basis of such salary.</del></p> <p>(b) Post adjustment at the rate applicable at the duty station is normally paid for assignments of six months or longer. However:</p> <p>i. When a staff member is assigned to an office for less than six months, the Director-General shall decide at that time whether to pay a daily subsistence allowance for the period, or to pay post adjustment, <del>assignment</del> grant under rule 104.8 and hardship allowance under rule 104.7(a), provided the applicable conditions are met;</p> <p>[No change for the balance of rule 104.3]</p> | <p>The second sentence of rule 104.3, para. (a), is deleted due to changes made by UNGA res. 70/244 to the salary structure where there will be a unified salary scale with one rate of salary and post adjustment for staff at a given grade and step (as opposed to a “single” and a “dependency” rate). Dependency status for a spouse and/or children will be recognized through separate allowances.</p> <p>Text changed to reflect the replacement of “assignment grant” by “settling-in grant”.</p> |

| Proposed amendment <i>[new text in bold]</i>  | Current rule <i>[deleted text with strikethrough]</i>  | Comments   |
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| <p>Rule 104.4, <i>Dependency benefits</i></p> <p>(a) Staff members appointed to the Professional and higher categories are entitled to the following dependency benefits for dependents as defined in rule 104.1(f):</p> <p><b>i. Payment of a spouse allowance when the spouse is recognized as a dependent;</b></p> <p><b>ii. Payment of a child allowance for every child recognized as a dependent, except when:</b></p> <ul style="list-style-type: none"> <li>- the staff member is entitled to a single parent allowance in accordance with sub-paragraph (a) iii., or</li> <li>- the staff member qualifies for a transitional allowance in accordance with sub-paragraph (a) iv.; or</li> <li>- the dependent child is recognized as disabled in accordance with sub-paragraph (a) v.;</li> </ul> <p><b>iii. A single parent allowance shall be payable to a staff member who is a single parent and provides main and continuous support in respect of a first dependent child, on account of whom the normal child allowance shall not be payable. The normal child allowance shall be payable on account of other dependent child(ren);</b></p> <p><b>iv. A transitional allowance shall be payable to staff members who, on 1 January 2017, would have been entitled to being paid at the dependency rate on account of a first dependent child under the salary scales applicable until 31 December 2016.</b></p> | <p>Rule 104.4, <i>Dependency benefits</i></p> <p>(a) Staff members appointed to the Professional and higher categories are entitled to the following dependency benefits for dependents as defined in rule 104.1(f):</p> <p><del>i. Payment of net salary and post adjustment at the dependency rate for the first recognized dependent (either spouse or child);</del></p> <p><del>ii. Payment of a dependency allowance for every dependent child, other than a dependent child on whose account the staff member may be paid salary at the dependency rate;</del></p> | <p>The numerous changes in rule 104.4 flow from the extensive modifications made by UNGA res.70/244 to the structure of the salary scale and the regime of dependency benefits. The most fundamental change is the elimination of a “dependency rate” for the salary of staff members having a dependent spouse or at least one dependent child. Under the new regime, there will be a single unified salary scale for all staff. Staff members with dependents will continue to receive support but this will be done through a new spouse allowance, and a revised system of child allowance.</p> <p>All these changes directly relate to the new unified salary scale and structure, which have a direct impact on IRENA in accordance with staff regulation 4.1.</p> <p>The “single parent allowance”, which is higher than the normal child allowance, was introduced by the UNGA to recognize the special financial needs of single parents in taking care of one or more children.</p> <p>The “transitional allowance” was introduced by the UNGA to facilitate the transition to the new unified salary scale of a limited number of staff members who could otherwise have experienced a significant reduction in salary. The staff members concerned are those who (i) have no dependent spouse and (ii) were paid at the dependency rate in respect of a first dependent child.</p> |

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| <p>v. For a child <b>who</b> is physically or mentally disabled as determined under conditions defined by the Director-General, payment of an additional amount corresponding to the amount of the <b>normal child</b> allowance;</p> <p><b>vi. A secondary dependent benefit may be payable</b> for one secondary dependent, who may be the father, mother, brother or sister of the staff member, provided the staff member is not paid a spouse <b>allowance</b>.</p> <p>(b) General Service staff members are entitled to the following dependency benefits for dependents as defined in rule 104.1(f):</p> <p>i. Payment of a dependency allowance for their spouse and every dependent child, subject to the limit on the number of dependent children for whom a dependency benefit may be paid as specified in the local salary scale;</p> <p>ii. For a child <b>who</b> is physically or mentally disabled as determined under conditions defined by the Director-General, the regular dependency allowance is payable at twice the regular rate;</p> <p>iii. For a secondary dependent, as defined in paragraph (a)(<b>vi</b>) above, provided such payment is authorized under the local salary scale. General Service staff members are unchanged for the time being.</p> <p>(c) The amount of the allowances to be paid shall be determined in accordance with the UN common system standards, <b>including the phasing out and discontinuance of the transitional allowance</b>.</p> | <p><del>iii.</del> For a child <del>that</del> is physically or mentally disabled as determined under conditions defined by the Director-General, payment of an additional amount corresponding to the amount of the <del>regular dependency allowance for a child, whether the staff member is entitled to be paid at the dependency rate on account of the disabled child or to a regular dependency allowance for that child</del>;</p> <p><del>iv.</del> For one secondary dependent, who may be the father, mother, brother or sister of the staff member, provided the staff member is not paid <del>at the dependency rate for a dependent spouse</del>.</p> <p>(b) General Service staff members are entitled to the following dependency benefits for dependents as defined in rule 104.1(f):</p> <p>i. Payment of a dependency allowance for their spouse and every dependent child, subject to the limit on the number of dependent children for whom a dependency benefit may be paid as specified in the local salary scale;</p> <p>ii. For a child <del>that</del> is physically or mentally disabled as determined under conditions defined by the Director-General, the regular dependency allowance is payable at twice the regular rate;</p> <p>iii. For a secondary dependent, as defined in paragraph (a)(<del>iv</del>) above, provided such payment is authorized under the local salary scale. General Service staff members are unchanged for the time being.</p> <p>(c) The amount of the allowances to be paid shall be determined in accordance with the UN common system standards.</p> | <p>Sub-paragraph (a) iii. is renumbered and amended to reflect the change from a dual to a single salary scale.</p> <p>Sub-paragraph (a) iv. is renumbered and amended to reflect the introduction of a new spouse allowance and the change from a dual to a single salary scale.</p> <p>Changes approved by UNGA res. 70/244 relate solely to staff members at the Professional level and above. Changes for staff in other categories may be made at a later stage after the ICSC has completed its comprehensive review of the compensation package for General Service and other locally recruited staff.</p> <p>For the time being, the only amendments to paragraph (b) are editorial in subparagraph (ii), and adjust a cross-reference to the definition of secondary dependents in subparagraph (iii).</p> <p>The UNGA put into place a complex system to phase out and/or discontinue the “transitional allowance”, which is to be governed by new rule 104.4(a) iv. Hence the reference to the conditions applicable to the phasing out and discontinuance of the transitional allowance, which will be set out in the Human Resources Policy Manual.</p> |
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| Proposed amendment <i>[new text in bold]</i>   | Current rule <i>[deleted text with strikethrough]</i>  | Comments  |
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| <p>Rule 104.5, <i>Education grant</i></p> <p>(a) Staff members shall be eligible to receive education grant on account of a child or children when the following conditions are met:</p> <p>i. They are appointed to a position in the Professional category or above, and hold a fixed-term appointment of one year or longer;</p> <p>ii. The child, as defined in rule 104.1(e), is in full time attendance in an educational institution at the primary level and above until the end of the school year in which the child reaches the age of 25 or completes four years of post-secondary studies, whichever is earlier;</p> <p>iii. For the purpose of this rule, education shall be deemed primary if the child is five years or older at the beginning of the school year, or reaches the age of five within three months of the beginning of the school year;</p> <p>iv. If the child's education is interrupted for at least one scholastic year by national service obligations, illness or other compelling reasons, the period of eligibility may be extended for the duration of the period of interruption beyond the scholastic year in which the child reaches the age of 25.</p> <p>(b) The education grant is payable for <b>tuition, including mother-tongue tuition, enrolment-related expenses, and assistance with boarding expenses, under conditions established by the Director-General in accordance with the United Nations common system standards.</b></p> | <p>Rule 104.5, <i>Education grant</i></p> <p>(a) Staff members shall be eligible to receive education grant on account of a child or children when the following conditions are met:</p> <p>i. They are appointed to a position in the Professional category or above and hold a fixed-term appointment of one year or longer;</p> <p>ii. The child, as defined in rule 104.1(e), is in full time attendance in an educational institution at the primary level and above until the end of the school year in which the child reaches the age of 25 or completes four years of post-secondary studies, whichever is earlier;</p> <p>iii. For the purpose of this rule, education shall be deemed primary if the child is five years or older at the beginning of the school year, or reaches the age of five within three months of the beginning of the school year;</p> <p>iv. If the child's education is interrupted for at least one scholastic year by national service obligations, illness or other compelling reasons, the period of eligibility may be extended for the duration of the period of interruption beyond the scholastic year in which the child reaches the age of 25.</p> <p>(b) The education grant is payable for <del>the following expenses:</del></p> <p><del>i. the cost of full time attendance when a child attends an educational institution in the country or area of the Agency office;</del></p> <p><del>ii. the cost of full time attendance when the child attends an educational institution outside the country of the duty station, plus the cost of full board if provided by the</del></p> | <p>No amendment is proposed for sub-paragraphs i. to iv. of rule 104.5(a).</p> <p>The education grant scheme has been significantly revised by:</p> <ul style="list-style-type: none"> <li>- focusing on the areas where assistance is needed most;</li> <li>- reducing the list of admissible expenses, including capital assessment fees;</li> <li>- eliminating the distinction between school attendance in the country of the duty station or outside that country; and</li> </ul> |

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| <p>(c) The education grant shall not be paid for:</p> <p>i. periods during which staff members are assigned to, or reside in, their home country as defined in rule 104.1(d) except when such periods are immediately preceded by an assignment to a duty station outside that country in which case the grant is payable for the balance of the current school year following reassignment but not exceeding one full school year;</p> <p>ii. attendance at a kindergarten or nursery school at the pre-primary level;</p> <p>iii. attendance at a free school or a school charging only nominal fees;</p> <p>iv. vocational training or apprenticeships which either do not involve full-time schooling or in which the child receives some payment for services rendered;</p> <p><b>v. assistance for capital assessment fees charged by the school.</b></p> <p>(d) The amount of the grant shall be determined in accordance with the United Nations common system standards.</p> | <p><del>institution. Where full board is not provided by the institution, a flat amount is paid in lieu;</del></p> <p><del>iii. tuition for teaching the mother tongue to a child for whom the staff member is entitled to the grant, under conditions defined by the Director-General;</del></p> <p>(c) The education grant shall not be paid for:</p> <p>i. periods during which staff members are assigned to, or reside in, their home country as defined in rule 104.1(d) except when such periods are immediately preceded by an assignment to a duty station outside that country in which case the grant is payable for the balance of the current school year following reassignment but not exceeding one full school year;</p> <p>ii. attendance at a kindergarten or nursery school at the pre-primary level;</p> <p>iii. attendance at a free school or a school charging only nominal fees;</p> <p>iv. vocational training or apprenticeships which either do not involve full-time schooling or in which the child receives some payment for services rendered.</p> <p>[no corresponding provision]</p> <p>(d) The amount of the grant shall be determined in accordance with the United Nations common system standards.</p> | <p>- providing assistance with boarding expenses by separating boarding costs from other costs and reimbursing boarding costs in the form of a lump sum for eligible staff members.<br/>Detailed implementation rules will be set out in the Human Resources Policy Manual.</p> <p>No change to sub-paragraphs (c) i. to iv.</p> <p>New sub-paragraph (c) v. reflects the decision in UNGA res. 70/244 to remove capital assessment fees charged by a school from the expenses for which staff members could receive assistance under the education grant scheme.</p> <p>No change in the wording of paragraph (d). The new reimbursement system will be set out in the Human Resources Policy Manual.</p> |
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| <p>(e) The grant shall be paid in full if in any scholastic year for which the staff member's period of employment with the Agency and the period of the child's attendance at the educational institution are each not less than two-thirds of the scholastic year. If this condition is not met the grant shall be proportionately reduced, except if the staff member dies while in service after the beginning of the school year.</p> <p>(f) <b>When a staff member is married to another staff member or to a staff member of another organization following the United Nations common system standards, and both parents are at the Professional level or above, only the parent qualifying for a dependency allowance for one or more children</b> may claim education grant and education grant travel under rule 108.2(c)(v).</p> <p>(g) Administration of the education grant, <b>including education grant travel</b>, is subject to conditions established by the Director-General.</p> <p>(h) <b>The new conditions governing education grant will be introduced starting with the school year in progress on 1 January 2018. The prior regime will continue to apply until this requirement is met.</b></p> | <p>(e) The grant shall be paid in full if in any scholastic year for which the staff member's period of employment with the Agency and the period of the child's attendance at the educational institution are each not less than two-thirds of the scholastic year. If this condition is not met the grant shall be proportionately reduced, except if the staff member dies while in service after the beginning of the school year.</p> <p>(f) <del>If both parents are staff members in the United Nations common system, only the parent being paid at the dependency rate</del> may claim education grant and education grant travel under rule 108.2(c)(v).</p> <p>(g) Administration of the education grant is subject to conditions established by the Director-General.</p> | <p>No change in paragraph (e)</p> <p>Paragraph (f) is amended to reflect the change to a unified salary rate with new types of dependency allowances, and to remove possible ambiguities.</p> <p>Paragraph (g) is amended to refer specifically to education grant travel which was significantly modified by UNGA res. 70/244.</p> <p>Paragraph (h) is new and specifies as from which school year the new education grant scheme will become applicable, consistent with UNGA res. 70/244.</p> |
| <p>Rule 104.6, <i>Special education grant</i></p> <p>Staff members holding a fixed-term appointment of one year or longer are entitled to a special education grant in respect of any physically or mentally <b>disabled</b> child, up to the end of the year in which such child reaches the age of 28, under conditions established by the Director-General in accordance with <b>the</b> United Nations common system standards.</p>  | <p>Rule 104.6, <i>Special education grant</i></p> <p>Staff members holding a fixed-term appointment of one year or longer are entitled to a special education grant in respect of any physically or mentally <del>disabled</del> child, up to the end of the year in which such child reaches the age of 28, under conditions established by the Director-General in accordance with United Nations common system standards.</p>  | <p>The only change is to correct a typographical error.</p> <p>Conditions governing special education grant remain unchanged, except for the maximum amounts, which will be the same as for the regular education grant. Detailed rules will be set out in the Human Resources Policy Manual.</p>  |

| Proposed amendment <i>[new text in bold]</i>  | Current rule <i>[deleted text with strikethrough]</i>   | Comments   |
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| <p>Rule 104.7, <i>Hardship and non-removal allowance</i></p> <p>(a) Staff members in the Professional and higher categories <b>shall receive a hardship allowance when they are assigned to a duty station where the conditions are found by the Director-General to justify payment of such an allowance in an amount based on the schedule applicable in the United Nations common system;</b></p> <p>(b) <b>Staff members in receipt of a non-removal allowance as of 31 December 2016 in accordance with the rules in force at the time of appointment or assignment shall continue to receive it at the 2016 level until they move to another duty station or reach the full duration allowed under the relevant Staff Regulations and Rules. No new entitlement shall arise in respect of staff members appointed or assigned to a new duty station on or after 1 January 2017.</b></p> <p><b>[(c) Deleted]</b></p> | <p>Rule 104.7, <i>Hardship and non-removal allowance</i></p> <p>(a) Staff members in the Professional and higher categories <del>assigned to duty stations classified “B” to “E” pursuant to the United Nations common system standards shall receive a hardship allowance;</del></p> <p>(b) Staff members <del>in the Professional and higher categories on a fixed term appointment of one year or longer who are traveling at the Agency’s expense to take up an assignment at a new duty station shall receive a non-removal allowance.</del></p> <p>(c) <del>The hardship and non-removal allowances shall be paid as determined by the Director General on the basis of the United Nations common system standards.</del></p> | <p>The amendment provides flexibility to fully reflect local conditions and to help attract qualified staff.</p> <p>The first sentence of paragraph (b) is a transitional measure broadly similar to that approved by res. 70/244 but adjusted to the specific situation of IRENA staff members. The last sentence of paragraph (b) implements the discontinuance of the non-removal allowance for new staff members appointed or assigned to a new duty station on or after 1 January 2017.</p> <p>Former paragraph (c) is deleted because the non-removal allowance has been discontinued and the reference to the UN common system is now relevant only in respect of the hardship allowance, already mentioned in paragraph (a).</p> |
| <p>Rule 104.8, <i>Settling-in grant</i></p> <p>(a) Staff members holding a fixed-term appointment to a position in the Professional category and above whose travel to a new duty station has been authorized shall be paid <b>a settling-in grant:</b></p> <p>i. upon appointment or reassignment to a new duty station for a period of at least one year; or</p>  | <p>Rule 104.8, <i>Assignment grant</i></p> <p>(a) Staff members holding a fixed-term appointment to a position in the Professional category and above whose travel to a new duty station has been authorized shall be paid <del>an assignment grant:</del></p> <p>i. upon appointment or reassignment to a new duty station for a period of at least one year; or</p>   | <p>The wording changes throughout rule 104.8 reflect the UNGA decision to replace the “assignment grant” by a “settling-in grant”.</p>   |

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| <p>ii. upon extension of an initial appointment or reassignment of less than one year to a new duty station, resulting in an uninterrupted period of service of one year or longer at that duty station.</p> <p>(b) The amount of the <b>settling-in</b> grant shall <b>consist of</b>:</p> <p>i. <b>A daily subsistence allowance portion, corresponding to daily subsistence allowance for 30 days from arrival in respect of the staff member, and 15 days from arrival in respect of each family member accompanying or joining the staff member at the Agency’s expense under rule 108.2;</b></p> <p>ii. <b>A lump-sum portion consisting of one month’s net base salary plus post adjustment at the duty station concerned. For staff members appointed before 1 January 2017 to a duty station where a second month’s lump sum was payable under certain conditions, the Director-General shall ensure that they remain eligible for a second month’s lump sum when the relevant conditions under the former assignment grant are met.</b></p> <p>(c) Staff members holding a temporary appointment of six months or longer to whom post adjustment and related allowances are paid under rule 104.3(b) shall be paid a <b>settling-in</b> grant equivalent to daily subsistence allowance for 30 days when travel has been authorized by the Agency. No <b>settling-in</b> grant shall be paid in respect of any family member.</p> <p>(d) No <b>settling-in</b> grant shall be paid for children born, or for any other dependent acquired after the arrival of the staff member at the new duty station.</p> | <p>ii. upon extension of an initial appointment or reassignment of less than one year to a new duty station, resulting in an uninterrupted period of service of one year or longer at that duty station.</p> <p>(b) The amount of the <del>assignment</del> grant shall be the equivalent of:</p> <p>i. <del>Daily subsistence allowance in respect of the staff member for a period of 30 days from arrival at the duty station;</del></p> <p>ii. <del>Daily subsistence allowance in respect of each family member accompanying or joining the staff member at the duty station at the Agency’s expense under rule 108.2 for 30 days after their arrival, at half the rate payable to the staff member.</del></p> <p><del>(c) Subject to conditions established by the Director-General in accordance with the United Nations common system standards, the assignment grant payable to a staff member holding a fixed term appointment shall be increased by a lump sum equivalent to one month or two months of the staff member’s net base salary and post adjustment at the new duty station, depending on the category of the duty station and the duration or expected duration of the assignment at that duty station.</del></p> <p><del>(d)</del> Staff members holding a temporary appointment of six months or longer to whom post adjustment and related allowances are paid under rule 104.3(b) shall be paid an <del>assignment</del> grant equivalent to daily subsistence allowance for 30 days when travel has been authorized by the Agency. No <del>assignment</del> grant shall be paid in respect of any family member.</p> <p><del>(e)</del> No <del>assignment</del> grant shall be paid for children born, or for any other dependent acquired after the arrival of the staff member at the duty station.</p> | <p>The daily subsistence allowance (DSA) portion of the settling-in grant under the new paragraph (b) i. remains essentially the same as under paragraph (b) i. and ii. of the prior rule on assignment grant, with only a slight difference in wording (15 days full DSA for eligible family members rather than 30 days at ½ rate as is the usual wording for DSA payable on account of eligible family members).</p> <p>The lump-sum portion of the grant has been simplified by making it equivalent to one month’s net base salary plus post adjustment at all duty stations, rather than providing for the payment of a second lump sum depending on the category of duty stations and the duration of the staff member’s assignment to that duty station, as was the case for the assignment grant.</p> <p>The second sentence of paragraph (b) ii. responds to the overall concern expressed by the ICSC and shared by the UNGA that the acquired rights of staff should be protected.</p> <p>The wording in renumbered paragraph (c) is adjusted to reflect replacement of “assignment grant” by “settling grant”.</p> <p>The wording in renumbered paragraph (d) is adjusted to reflect replacement of “assignment grant” by “settling-in grant.”</p> |
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| <p>(e) The <b>settling-in</b> grant is subject to adjustment and recovery when a staff member serves at a duty station for a period that is less than anticipated, as follows:</p> <p>i. When a staff member resigns within six months of the date of appointment or reassignment to the duty station, both the daily subsistence allowance portion paid under <b>sub-paragraph (b) i.</b> above, and the lump-sum portion paid under <b>sub-paragraph (b) ii.</b> above shall be subject to full recovery;</p> <p>ii. In other situations:</p> <p>(aa) the daily subsistence allowance portion is normally not recoverable;</p> <p>(bb) the lump-sum portion payable to staff on a fixed-term appointment is subject to adjustment and recovery under conditions established by the Director-General.</p> <p>(f) If both spouses are staff members of international organizations applying the United Nations common system standards at the same duty station, the daily subsistence allowance <b>in respect of the staff member himself or herself</b> under <b>sub-paragraph (b) (i)</b> above shall be payable to each staff member. The daily subsistence allowance on account of eligible family members under <b>the same provision</b> shall be payable to the staff member in respect of whom the child or children are recognized as dependents. The lump-sum portion shall be payable to one spouse only, who shall be the spouse whose entitlement yields the higher amount.</p> | <p><del>(f)</del> The <del>assignment</del> grant is subject to adjustment and recovery when a staff member serves at a duty station for a period that is less than anticipated, as follows:</p> <p>i. When a staff member resigns within six months of the date of appointment or reassignment to the duty station, both the daily subsistence allowance portion paid under paragraph <del>(b)</del> above, and the lump-sum portion paid under paragraph <del>(e)</del> above shall be subject to full recovery;</p> <p>ii. In other situations:</p> <p>(aa) the daily subsistence allowance portion is normally not recoverable;</p> <p>(bb) the lump-sum portion payable to staff on a fixed-term appointment is subject to adjustment and recovery under conditions established by the Director-General.</p> <p><del>(g)</del> If both spouses are staff members of international organizations applying the United Nations common system standards at the same duty station, the daily subsistence allowance under paragraph (b)(i) above shall be payable to each staff member. The daily subsistence allowance on account of eligible family members under <del>paragraph (b)(ii) above</del> shall be payable to the staff member in respect of whom the child or children are recognized as dependents. The lump-sum portion shall be payable to one spouse only, who shall be the spouse whose entitlement yields the higher amount.</p> | <p>The wording in renumbered paragraph (e) is adjusted to reflect replacement of “assignment grant” by “settling-in grant”, and cross-references are adjusted in sub-paragraph (e) i.</p> <p>No change in renumbered sub-paragraph (e) ii.</p> <p>Cross-references are adjusted in renumbered paragraph (f), and the wording is slightly amended for clarity.</p> |
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| Proposed amendment <i>[new text in bold]</i>  | Current rule <i>[deleted text with strikethrough]</i>   | Comments   |
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| <p>Rule 107.7 <i>Special grant in case of death in service</i></p> <p>(b) The grant shall be calculated in accordance with <b>the</b> United Nations common system standards.</p>   | <p>Rule 107.7 <i>Special grant in case of death in service</i></p> <p>(b) The grant shall be calculated in accordance with United Nations common system standards <del>and on the basis of the following schedule:</del><br/> <del>{Schedule showing the number of months of net base salary payable based on the numbers of years of service, from 0 to 7 years.}</del></p>  | <p>Paragraph (b) is amended to reflect that the grant will be paid in accordance with the UN common system standards. The applicable schedule will be set out in the Human Resources Policy Manual.</p>  |
| <p>Rule 108.1, <i>Travel of staff</i></p> <p>Subject to conditions established by the Director-General, the Agency shall pay the travel expenses of a staff member in the following circumstances:</p> <p>...</p> <p>(e) On family visit, provided the Agency did not pay travel expenses to the duty station and <b>settling-in</b> grant for the spouse or any dependent children;</p> <p>...</p>   | <p>Rule 108.1, <i>Travel of staff</i></p> <p>Subject to conditions established by the Director-General, the Agency shall pay the travel expenses of a staff member in the following circumstances:</p> <p>...</p> <p>(e) On family visit, provided the Agency did not pay travel expenses to the duty station and <del>assignment</del> grant for the spouse or any dependent children;</p> <p>...</p>  | <p>The wording is adjusted to reflect replacement of “assignment grant” by “settling-in grant”.</p>  |
| <p>Rule 108.2, <i>Travel of eligible family members</i></p> <p>(a) Eligible family members, for the purposes of official travel, comprise the spouse and dependent children as defined in rule 104.1(f)(ii). In addition, children <b>who meet the requirements to qualify for education grant travel remain eligible for such travel</b> even though they are no longer recognized as dependents under rule 104.1(f)(ii).</p> <p>...</p> <p>(c) Subject to conditions established by the Director-General, the Agency shall pay the travel expenses of eligible family members of a staff member holding a fixed-term appointment in the following circumstances:</p> <p>...</p> | <p>Rule 108.2, <i>Travel of eligible family members</i></p> <p>(a) Eligible family members, for the purposes of official travel, comprise the spouse and dependent children as defined in rule 104.1(f)(ii). In addition, <del>children on whose account the staff member receives an education grant may be eligible to education grant travel</del> even though they are no longer recognized as dependents under rule 104.1(f)(ii).</p> <p>...</p> <p>(c) Subject to conditions established by the Director-General, the Agency shall pay the travel expenses of eligible family members of a staff member holding a fixed-term appointment in the following circumstances:</p> <p>...</p> | <p>Amendments to rule 108.2 (a) and (c) v. reflect the change in conditions for children to qualify for education grant travel under the revised scheme approved by UNGA res.70/244, which significantly limited the scope of the benefit. Qualifying conditions will be detailed in the Human Resources and/or Travel Policy Manuals.</p> |

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| <p>v. On education grant travel for children <b>who fulfill the conditions for such travel established by the Director-General</b> for education grant <b>and</b> special education grant.</p>   | <p>v. On education grant travel for children <del>on whose account the staff member receives an education grant or</del> special education grant.</p>  |   |
| <p>Rule 108.10, <i>Daily subsistence allowance</i><br/>         ...<br/>         (b) When the spouse or dependent children of a staff member are authorized to travel at <b>the</b> Agency's expense, the staff member shall be paid an additional daily subsistence allowance for each family member at half the rate applicable to the staff member. <b>The present rule does not apply to computation of the daily subsistence allowance portion of the settling-in grant under rule 104.8(b) i. for eligible family members joining a staff member at a new duty station.</b><br/>         ...</p>   | <p>Rule 108.10, <i>Daily subsistence allowance</i><br/>         ...<br/>         (b) When the spouse or dependent children of a staff member are authorized to travel at Agency's expense, the staff member shall be paid an additional daily subsistence allowance for each family member at half the rate applicable to the staff member.<br/>         ...</p>   | <p>The last sentence in paragraph (b) is inserted to make it clear that DSA payments are computed differently under rule 104.8 on settling-in grant.</p>  |
| <p>Rule 108.12, <i>Relocation shipment of personal effects and household goods</i><br/>         (a) The Agency shall pay for the cost of <b>relocation</b> of the staff member's personal effects and household goods to and from the duty station through a lump-sum relocation <b>shipment</b> that will be paid under conditions and within limits established by the Director-General in accordance with the United Nations common system standards.<br/>         (b) No relocation <b>shipment</b> on separation from service shall be payable to staff members appointed or assigned for one year or longer who resign after less than one year of service at the duty station to which they were appointed or assigned.</p> | <p>Rule 108.12, <del><i>Unaccompanied shipment of personal effects and household goods</i></del><br/>         (a) The Agency shall pay for the cost of <del>unaccompanied shipment</del> of the staff member's personal effects and household goods to and from the duty station through a lump-sum relocation <del>grant</del> that will be paid under conditions and within limits established by the Director-General in accordance with the United Nations common system standards.<br/>         (b) No relocation <del>grant</del> on separation from service shall be payable to staff members appointed or assigned for one year or longer who resign after less than one year of service at the duty station to which they were appointed or assigned.</p> | <p>The wording of the rule has been amended in line with the new UN common system approach for a relocation package, with 3 distinct elements: "relocation shipment" (replacing "relocation grant"), relocation travel and settling-in grant.</p> |

| Proposed amendment <i>[new text in bold]</i>  | Current rule <i>[deleted text with strikethrough]</i>  | Comments  |
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| <p>Rule 110.10, <i>Repatriation grant</i></p> <p>(a) On separation from service other than by abandonment of post under rule 110.3 or summary dismissal under rule 111.1(c), a staff member in the Professional category or above shall be eligible for a repatriation grant provided the following conditions are met:</p> <p>i. The Agency has the obligation to return the staff member and his or her spouse and dependent children on separation from service, at the expense of the Agency, to a place outside the country of the last duty station;</p> <p>ii. The staff member worked and resided outside his or her recognized home country while serving at the last duty station;</p> <p>iii. The staff member has completed at least <b>five</b> years of continuous service and residence away from the home country. Any period of one month or longer during which the staff member was assigned to, or residing in, the recognized home country shall be excluded for the purpose of computing the duration of continuous service for purposes of repatriation grant;</p> <p>iv. The staff member provides evidence satisfactory to the Director-General that he or she has relocated in a country other than the country of the last duty station.</p> <p>(b) Subject to conditions established by the Director-General, the repatriation grant shall be paid in accordance with the United Nations common system standards.</p> | <p>Rule 110.10, <i>Repatriation grant</i></p> <p>(a) On separation from service other than by abandonment of post under rule 110.3 or summary dismissal under rule 111.1(c), a staff member in the Professional category or above shall be eligible for a repatriation grant provided the following conditions are met:</p> <p>i. The Agency has the obligation to return the staff member and his or her spouse and dependent children on separation from service, at the expense of the Agency, to a place outside the country of the last duty station;</p> <p>ii. The staff member worked and resided outside his or her recognized home country while serving at the last duty station;</p> <p>iii. The staff member has completed at least <del>one</del> year of continuous service and residence away from the home country. Any period of one month or longer during which the staff member was assigned to, or residing in, the recognized home country shall be excluded for the purpose of computing the duration of continuous service for purposes of repatriation grant;</p> <p>iv. The staff member provides evidence satisfactory to the Director-General that he or she has relocated in a country other than the country of the last duty station.</p> <p>(b) Subject to conditions established by the Director-General, the repatriation grant shall be paid <del>on the basis of the following schedule</del>, in accordance with the United Nations common system standards:</p> | <p>No change in paragraph (a) i. and ii.</p> <p>UNGA res. 70/244 significantly modified eligibility requirements for repatriation grant by making it payable only after 5 years of service, rather than 1 year as was previously the case.</p> <p>No change in subparagraph iv.</p> <p>Paragraph (b) is amended to reflect that the repatriation grant will be paid in accordance with the UN common system standards and in line with the change made in paragraph (a) iii. above. The applicable schedule will be set out in the Human Resources Policy Manual.</p> |

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| <p>(c) 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 who are entitled to repatriation at the Agency's expense. The payment shall be made at the lower rate if there is only one such surviving family member, and at the higher rate if there is more than one surviving family member.</p> <p>(d) Entitlement to the repatriation grant shall cease if no claim has been submitted within one year after the date of separation. However, when both spouses are staff members and the spouse who separates first is entitled to repatriation grant, the claim for payment by that spouse shall be considered timely if submitted within one year of the date of separation of the other spouse.</p> <p><b>(e) As a transitional measure, a staff member in service on 31 December 2016 who separates before having served for the minimum qualifying period under paragraph (a) iii. above shall maintain eligibility and be paid repatriation grant in accordance with the schedule in force on 31 December 2016, up to the number of years of qualifying service accrued as at that date.</b></p> | <p><del>{Schedule showing the number of weeks of net base salary payable based on the numbers of years of qualifying service, from 0 to 7 years.}</del></p> <p>(c) 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 who are entitled to repatriation at the Agency's expense. The payment shall be made at the lower rate if there is only one such surviving family member, and at the higher rate if there is more than one surviving family member.</p> <p>(d) Entitlement to the repatriation grant shall cease if no claim has been submitted within one year after the date of separation. However, when both spouses are staff members and the spouse who separates first is entitled to repatriation grant, the claim for payment by that spouse shall be considered timely if submitted within one year of the date of separation of the other spouse.</p> | <p>No change in paragraph (c)</p> <p>No change in paragraph (d)</p> <p>Paragraph (e) is new. It is introduced based on UNGA res. 70/244 to protect the rights of staff in service before the date of implementation of the new rule on repatriation grant.</p> |
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