

**PREPARATORY COMMISSION FOR THE
INTERNATIONAL RENEWABLE ENERGY AGENCY**

Staff Rules for the Preparatory Commission

Third session

Sunday, 17 January 2010

Emirates Palace, Abu Dhabi, UAE

IRENA/PC.3/dc.4

Agenda item 9b

**Decision PC.3/dc.4 on Adopting the
Staff Rules for the Preparatory Commission**

The Preparatory Commission for the International Renewable Energy Agency
(“*Commission*”), at its third session,

recalling regulation 13.2 of the staff regulations for the Commission which enforce the
Interim Director-General to provide the staff rules,

taking note of the proposed staff rules for the Commission,

emphasising that these staff rules only apply for the Preparatory Commission and that
the Preparatory Commission has to develop staff regulations for IRENA in accordance with
number 10 lit. e.) of the resolution on establishing a Preparatory Commission for IRENA to
be adopted by the Assembly after the entry into force of the Statute,

adopts the staff rules for the Commission annexed hereto, which shall take effect the
day after adoption.

Annex

**STAFF RULES FOR THE
PREPARATORY COMMISSION FOR THE
INTERNATIONAL RENEWABLE ENERGY AGENCY**

CHAPTER 1

SCOPE AND DEFINITIONS

Rule 101.1

Scope

These staff rules shall apply to all staff members of the Commission at all levels.

Rule 101.2

Definitions

For the purpose of the present rules, the following definitions shall apply:

(a) "*Base salary*" is the salary at a given grade and step established by a salary schedule. It is exclusive of any additions or deductions;

(i) "*Gross base salary*" is the salary before deduction of the assessment;

(ii) "*Net base salary*" is the salary after deduction of the assessment;

(b) "*Remuneration*" is the sum of the net base salary, allowances and post adjustment, subject to deductions made under rule 104.8. It is exclusive of any other deductions or additions;

(c) "*Pensionable remuneration*" is, subject to the terms of the staff member' appointment, the amount defined in the salary scale which shall be fixed by the Interim Director-General in conformity with the United Nations common system standards;

(d) "*Terminal remuneration*" is the figure used in the calculation of separation payments set out in rule 104.8. For staff in the general service category, "terminal remuneration" is equivalent to gross base salary (less staff assessment), language allowance and the non-resident's allowance for those staff who were eligible and continue to receive this entitlement at the rate and in accordance with the provisions. For staff in the professional and higher categories "terminal remuneration" is the net base salary;

(e) "*Dependants*" for the purposes of determining entitlements under the rules, except as otherwise specified, are defined as:

(i) a staff member's spouse whose gross occupational earnings, from the exercise of trade, profession, business or other regular employment do not exceed during any calendar year:

(aa) in the case of professional staff, a limit equivalent to the gross base salary of the lowest general service category entry level in force on 1 January of the year concerned at the place of work of the staff member's spouse; however, such limit shall not be less than the lowest general service category entry level in force on the same date at the base city of the professional salary system;

- (bb) for general service staff, a limit equivalent to the gross base salary of the lowest general service category entry level in force on 1 January of the year concerned at the place of work of the staff member's spouse;
- (cc) if both spouses are staff members of international organizations applying the United Nations common system standards, neither may be recognized as a dependant for the purposes of regulation 4.1, rule 104.1 and 104.6;
- (ii) a child as defined by the Interim Director-General and for whom the staff member certifies that he provides the main and continuing support, provided that the child is under 18 years of age or, if in full-time attendance at a school or university, under the age of 21 years. Age and school attendance requirements shall not apply if the child is physically or mentally incapacitated for substantial gainful employment either permanently or for a period expected to be of long duration. If both parents are staff members of international organizations applying the United Nations common system standards, the children, if determined dependent, shall be recognized as the dependants of the parent whose annual gross occupational earnings yield the higher amount;
- (iii) a father, mother, brother or sister (not more than one such dependant may be claimed and provided that the staff member does not have a recognized dependant spouse);
- (aa) if the staff member demonstrates that he provides more than half the total support and, in any case, at least twice the amount of the allowance claimed;
- (bb) and provided that the brother or sister shall be subject to the same age and school attendance conditions;
- (iv) the definitions of dependants in this rule apply to professional and higher category staff and to general service staff except as otherwise specified. For general service staff, other exceptions may be provided in the local employment conditions established at any given IRENA office.
- (f) "*Cost of attendance*" is defined as the cost of enrolment, registration, prescribed textbooks, courses, examinations and diplomas, but not school uniforms or optional charges. It may include the cost of midday meals and the cost of daily group transportation when these are provided by the school and the cost is included in the billing for the child's education.
- (g) "*Special educational expenses*" shall mean the cost 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. Normal educational expenses are reimbursed under rule 104.4.
- (h) "*Commission*" means the Preparatory Commission for the International Renewable Energy Agency;
- (i) "*Member*" means any Member of the Commission;

(j) “*Secretariat*” means the Secretariat of the Commission, which is the Interim Secretariat of IRENA;

(k) “*Staff members*” or “*staff*” shall refer to all the staff members of the Secretariat, appointed by the Interim Director-General;

(l) “*The United Nations common system standards*” means the United Nations common system of salaries, allowances and benefits.

CHAPTER 2

DUTIES, OBLIGATIONS, RIGHTS AND PRIVILEGES

Rule 102.1

Loyalty

The interests of the Commission and the loyalty that staff members owe to it shall always take precedence over their other interests or ties. Staff members shall act in such a manner as to ensure their independence of any person, entity or authority outside the Commission.

Rule 102.2

Supply of information

A staff member who is arrested, charged with an offence other than a minor traffic violation, or summoned before a court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for any offence other than a minor traffic violation shall immediately report the fact to the Interim Director-General.

Rule 102.3

Obligation to supply information

(a) Staff members shall be responsible on appointment to supply the Interim Director-General with whatever information may be required for the purpose of determining their status under the staff regulations and rules or of completing administrative arrangements in connection with their appointments.

(b) Staff members shall also be responsible for promptly notifying the Interim Director-General, in writing, of any subsequent changes affecting their status under the staff regulations and rules.

(c) A staff member may at any time be required by the Interim Director-General to supply information concerning facts anterior to his or her appointment and relevant to his or her suitability, or concerning facts relevant to his or her integrity, conduct and service as a staff member.

Rule 102.4

Discriminatory conduct

The Interim Director-General shall take all appropriate measures to ensure that, consistent with the staff regulations and rules, within the Secretariat no discrimination or other inappropriate conduct based on grounds such as age, race, religion, gender, disability, sexual orientation, language and national or social origin will be tolerated. The Interim Director-General will take disciplinary action against any staff member demonstrating unsatisfactory conduct in this regard.

Rule 102.5

Additional provisions

The provisions of staff regulation 2.6 do not preclude approval of the acceptance by staff members of academic awards and other tokens of a commemorative character.

Rule 102.6

Incompatible activities

Staff members shall not, except in the normal course of official duties and with the prior approval of the Interim Director-General or other officer duly authorised by the Interim Director-General, perform any one of the following acts, if such an act relates to the purpose, activities or interests of the Commission:

- (a) issue statements to the press, radio or other agencies of public information;
- (b) accept speaking engagements;
- (c) take part in film, photo, internet, theatre, radio or television productions;
- (d) submit articles, books or other material for publication.

Rule 102.7

Training

Staff members may be given suitable training as determined necessary by the Interim Director-General to improve their effectiveness in their current assignments and to prepare them for broader usefulness to the Commission.

Rule 102.8***Performance management and development***

(a) Supervisors shall be responsible for:

- (i) facilitating the adjustment of the staff they supervise to their work;
- (ii) establishing, in consultation with each staff member, a work plan;
- (iii) guiding staff under their supervision.

(b) For staff at D.2 level and below, in addition to normal work review and discussion with a staff member, supervisors shall periodically make a formal evaluation of the performance, conduct and development potential of all staff members under their supervision. This evaluation shall be made at such intervals as the work situation or the individual's performance requires, but in no case less frequently than once a year. Supervisors shall discuss their conclusions with the staff member and make specific suggestions for improvement in performance as necessary. For staff members with supervisory responsibilities, the evaluation shall include an assessment of their performance as supervisors, including how they fulfil their performance management and development responsibilities.

(c) The performance of staff members during the preceding year shall be evaluated according to procedures established by the Interim Director-General. The form shall be signed by the supervisors and the staff members concerned; the latter may if they so wish attach a statement concerning any part of the report with which they disagree and this shall become a part of their performance report file.

(d) The evaluation of performance as reflected in these reports shall be the basis for assisting the staff member to make his most effective contribution to the work of the Commission and for decisions concerning the staff member's status and retention in the Commission.

Rule 102.9***End of probation***

(a) A performance evaluation report shall be made prior the end of the normal probationary period. On the basis of this report a decision shall be taken, and notified to the staff member, that the:

- (i) appointment is confirmed;
- (ii) probationary period is extended for a specified period;
- (iii) appointment is not confirmed and is to be terminated.

(b) In the case of either (ii) or (iii), the staff member shall be notified of the reasons. If the probationary period is extended, a further report and decision are required before the expiry of this additional period.

Rule 102.10

Within-grade increase

(a) Staff members whose performance has been certified by the supervisors as being satisfactory shall be entitled to a within-grade salary increase of one step upon completion of each time as defined. For staff members holding fixed-term appointments subject to a period of probation, the date of entitlement shall not be earlier than the date of confirmation. The effective date for a within-grade increase shall be the first of the month nearest the date of satisfactory completion of the service requirement. Increases may be granted up to the maximum for the staff member's grade except that the normal maximum may be exceeded accordingly.

(b) The unit of service time is defined as the minimum length of time which must be served at a step in order to achieve a within-grade increase. The unit of service time is as follows:

- (i) one year of full-time service at all levels and steps except at those in lit. (b);
- (ii) two years of full-time service at levels: P-2 step XI, P-3 steps XIII and XIV, P-4 step XII to step XIV, P-5 step X to step XII, P-6/D-1 step IV to step VIII, and D-2 step I to step V;
- (iii) such period of full-time service as the Interim Director-General may establish for posts subject to local recruitment.

(c) All service time shall be credited except for:

- (i) leave without pay in excess of 30 days;
- (ii) sick leave under insurance cover in excess of 30 days;
- (iii) unsatisfactory service.

(d) For part-time staff, the unit of service time is the equivalent amount of part-time service.

(e) Service time shall date from the latest of the following actions:

- (i) entrance on duty;
- (ii) the last within-grade increase unless a promotion to a higher grade has taken place since that date;

- (iii) reduction in grade;
- (iv) a promotion to a higher grade.

Rule 102.11***Meritorious within-grade increase***

A staff member whose performance has been especially meritorious beyond that which may reasonably be expected of a normally well-qualified staff member, may be granted one, or exceptionally two, extra within-grade steps. Such increase shall not affect the staff member's eligibility for normal within-grade increases up to the normal maximum step in the grade.

Rule 102.12***Promotion***

(a) Promotion is the advancement of a staff member with fixed-term appointment to a post of higher grade, as a result either of the reclassification of the post he occupies or of reassignment to a different post.

(b) A staff member with a fixed-term appointment shall be entitled to the promotion resulting from a reclassification of the post he or she occupies if he or she has the necessary qualifications and his or her performance has been satisfactory. Upon the staff member leaving the reclassified post the level of the position will revert to the initial pre-reclassification level.

(c) If an occupied post is reclassified from the general service category to the professional category or by more than one grade within a category, the post shall be announced to the staff and selection for that post shall be on a competitive basis, subject to conditions to be determined by the Interim Director-General. In such cases, the staff member with a continuing or fixed-term appointment occupying the advertised post may be granted extra pay as from the fourth consecutive month of the effective date of the reclassification calculated in accordance with the provisions of, and with due regard to, the period specified in rule 104.1 lit. (d).

(d) A staff member with a continuing or fixed-term appointment whose performance has been satisfactory, may at any time be considered for reassignment to a post of higher grade for which he or she has the qualifications.

Rule 102.13***Reduction in grade***

(a) The grade of staff members may be reduced as a consequence of reclassification of the post occupied or reassignment to a different post of lower grade. The latter may result:

- (i) from the staff member's own request for personal reasons;
- (ii) from unsatisfactory performance or misconduct;
- (iii) as an alternative to termination due to abolition of post.

(b) A staff member shall not be reduced in grade for unsatisfactory performance until he has received written notification of the proposed action and of the reasons, and has had an opportunity to reply. Such reply must be made in writing within eight calendar days of receipt of the notification.

Rule 102.14

Notification and effective date of change in status

(a) Staff members shall be notified in writing either individually or collectively of any changes in their official status, whether arising from actions taken under these rules or from any other changes in their personal or employment situation recognized by the Commission. Such notification shall constitute an amendment to the terms of appointment.

(b) A staff member shall be notified by letter in advance of any reduction in grade or salary, the notice period being the same as that specified for termination.

CHAPTER 3

CLASSIFICATION OF POSTS AND STAFF

Rule 103.1

Post classification plans

The Interim Director-General shall establish plans for the classification of all posts in the Commission according to the type and level of the duties and responsibilities of the posts and the qualifications required of the staff that will be recruited to occupy the posts. These plans shall include standards by which individual posts are to be classified.

Rule 103.2

Classification of individual posts

Posts in the general service, professional and director categories shall be classified in accordance with plans established under rule 103.1. Classification shall include assignment of classification title and pay grade.

Rule 103.3***Classification review***

In accordance with procedures established by the Interim Director-General, a staff member may request a re-examination of the classification of the post which he occupies and any staff member may request a re-examination of the classification of any post under his supervision.

CHAPTER 4**SALARIES AND RELATED ALLOWANCES****Rule 104.1*****Salary determination***

(a) On appointment, the net base salary of staff members shall normally be fixed at step 1 of the grade of the post or function to be occupied; however, in accordance with guidelines established by the Interim Director-General, it may be fixed at a higher step in the grade in order to take into account a staff member's qualifications, skills and experience in relation to the requirements of the post or function.

(b) On promotion of a staff member with a continuing or fixed-term appointment to a higher grade, the net base salary of a staff member shall be fixed at the lowest step in the new grade that will provide an increase in net base salary for promotion within the same salary scale or total net remuneration for promotion from the general service to the professional category, at least equal to that which would have resulted from the granting of two steps within the staff member's present grade. However, on restoration to a higher grade formerly held, the staff member's net base salary shall not exceed that which would have been attained had the staff member remained in the higher grade.

(c) On reduction in grade of a staff member with a continuing or fixed-term appointment:

(i) due to reasons other than unsatisfactory performance, unsuitability for international service, or misconduct, the net base salary of a staff member shall be fixed at that step in the lower grade that corresponds to his current net base salary, or at the step nearest below if there is no exactly corresponding step;

(ii) due to unsatisfactory performance, unsuitability for international service, or misconduct, the net base salary may be fixed at a lower step in the lower grade.

(d) A staff member with a continuing or fixed-term appointment may be officially required to assume temporarily the responsibilities of an established post of a higher grade than that which he occupies; such temporary arrangements shall not be continued for more than 12

months, unless otherwise decided by the Interim Director-General. As from the beginning of the fourth consecutive month of such service, the staff member shall be granted non-pensionable extra pay normally equal to, but not exceeding, the difference between his current pay, consisting of net base salary, post adjustment and allowances, and that which he would receive if promoted to the post of higher grade.

Rule 104.2

Post adjustment

(a) In order to preserve equivalent standards of living at different offices, the Interim Director General may adjust basic salaries by applying non-pensionable post adjustments based on relative costs of living, standards of living and related factors at the office concerned as in accordance with the rules and regulations of the ICSC. Such post adjustments shall not be subject to staff assessment, and are applicable to staff members in the Professional and higher category who are assigned to an office for more than one year.

(b) When a staff member is assigned to an office for less than one year, the Interim Director General shall decide at that time whether to apply the post adjustment applicable to the office and, if appropriate, to pay an assignment grant and the hardship and non-removal elements of the mobility and hardship allowance, in lieu of the post adjustment, to authorise subsistence payments.

(c) A staff member who is assigned to an office classified lower in the schedule of post adjustments than the office in which he or she has previously been serving may continue to receive up to six months the post adjustment applicable in to the former office while the members of his or her immediate family (spouse and children) remain at that office.

Rule 104.3

Dependants' allowances

(a) Staff members appointed to the professional or higher categories, are entitled to a dependant's allowance for dependants as defined in rule 101.2 lit. (e), as follows:

(i) for a dependent child, except that in cases where there is no dependent spouse the first dependent child is not entitled to an allowance. The entitlement shall be reduced by the amount of any benefit paid from any other public source by way of social security payments, or under public law, by reason of such child;

(ii) for a child who is physically or mentally disabled subject to the conditions defined, except that if the staff member has no dependent spouse and receives the "with dependant" rate of net salary by virtue of such a child, the allowance shall be the same as for a dependent child in rule 101.2 lit. (e);

(iii) for a father, mother, brother or sister.

(b) The allowances to be paid shall be as determined by the Interim Director-General on the basis of the United Nations common system standards.

Rule 104.4

Education grant

(a) Internationally recruited staff members, with a fixed-term appointment only shall be entitled to an education grant under the conditions which follow:

(i) the grant is payable for each child as defined under rule 101.2 lit. (e) up to 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;

(ii) 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, by the period of interruption, beyond the scholastic year in which the child reaches the age of 25;

(iii) the amounts of the grant payable under the rules shall be as specified in the United Nations common system standards to these rules.

(b) This grant is payable for:

(i) the cost of full-time attendance at an educational institution in the country or area of the IRENA office;

(ii) the cost of full-time attendance at an educational institution outside the country or area of the IRENA office, including the cost of full board if provided by the institution. Where full board is not provided by the institution, a flat amount is paid in lieu;

(iii) recognized correspondence courses, when the Commission considers that such courses are either a substitute for the full-time attendance or a supplement to such full-time attendance where the curriculum does not include a course necessary for the child's subsequent education;

(iv) private tuition given by a qualified teacher:

(aa) to supplement correspondence courses;

(bb) for special coaching required in a subject taught by the school or in an additional subject required for subsequent education;

(v) the cost of boarding for attendance at an educational institution in the country of the agency's office, but beyond commuting distance from the agency's office, when no suitable education facilities exist in that area;

- (vi) tuition for teaching the mother tongue to a child, in respect of whom the staff member is entitled to the grant, who is attending a local school in which the instruction is given in a language other than the child's own, when the staff member is serving at an IRENA office in a country whose language is different from his own and where satisfactory school facilities for learning the latter are not available.
- (c) The education grant shall not be paid for:
- (i) periods during which the staff member is assigned to, or residing in, the country of his recognized place of residence except when such periods are immediately preceded by an assignment to an IRENA office 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;
 - (ii) attendance at a kindergarten or nursery school at the pre-primary level;
 - (iii) attendance at a State-operated school in the country or area of the IRENA office, except where significant additional expense is incurred as a consequence of the staff member's expatriation and in the absence of any reasonable alternative local schooling;
 - (iv) vocational training or apprenticeships which either do not involve full-time schooling or in which the child receives some payment for services rendered.
- (d) The grant shall be paid in full if in any scholastic year the staff member's period of employment with the Organization 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.

Rule 104.5

Special education grant for disabled children

- (a) Staff members are entitled to a special education grant in respect of any physically or mentally disabled 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 cases where an education grant is payable under rule 104.4, the total of the amounts payable under rules 104.4 and 104.5 shall not exceed the applicable maximum.
- (b) The amount of the special education grant for each disabled child shall be equal to 100% of admissible expenses actually incurred up to the applicable maximum grant as specified in the United Nations common system standards.
- (c) The special grant is payable when the Commission determines, on the basis of medical evidence and in accordance with review procedures established by the Interim Director-General, that one of the following circumstances applies:

- (i) the child is unable by reason of physical or mental disability to attend a normal educational institution and therefore requires special teaching or training to prepare him for full integration into society;
 - (ii) the child, while attending a normal educational institution, requires special teaching or training to assist him in overcoming the disability.
- (d) The staff member is required to produce evidence that he/she has exhausted all other sources of benefits that may be available for the education and training of the child including those available from State and local governments and from the Staff Health Insurance. The amount of any benefits so received shall be deducted from the expenses taken into account in calculating the special grant.
- (e) The grant is payable from the date on which the special teaching or training is required and up to the end of the year in which the child reaches the age of 28 years, under conditions established by the Interim Director-General.
- (f) The grant shall be paid in full if the staff member's period of employment with the Commission and the period of the child's special education are each not less than two-thirds of the 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.
- (g) For the purposes of rule 104.5 "year" shall mean the school year if the child attends an educational institution; in all other cases it shall mean the calendar year.

Rule 104.6

Hardship scheme

- (a) Staff members located at hardship locations shall receive a non-pensionable allowance designed to recognize varying degrees of hardship, in accordance with conditions established by the Interim Director-General.
- (b) The hardship scheme is composed of a hardship and non-removal, and shall be paid as determined by the Interim Director-General on the basis of the United Nations common system standards.

Rule 104.7

Assignment grant

- (a) Professional and higher category staff members whose travel is authorized shall be paid an assignment grant:
- (i) upon appointment or upon reassignment to an IRENA office for a period of at least one year; or
 - (ii) upon extension of an initial appointment or reassignment to an IRENA office of less than one year, resulting in an uninterrupted period of service at that office of one year or longer.

- (b) The amount of the assignment grant shall be the equivalent of:
- (i) travel per diem in respect of himself for a period of 30 days from his arrival;
 - (ii) travel per diem, in respect of each family member accompanying or joining him at the Commissions' Secretariat's expense under rule 108.2 for 30 days at half the rate after their arrival.
- (c) Subject to conditions established by the Interim Director-General on the basis of the United Nations common system standards, the assignment grant shall be increased by one or more lump sums, depending on the category of the IRENA office, whether the staff member is entitled to removal under rule 108.7, and the duration or expected duration of the assignment at that IRENA office. The lump sum shall be calculated and payable on the basis of the staff member's net base salary and, as applicable, the post adjustment at the IRENA office to which the staff member is assigned at his grade and step, and rates determined by the Interim Director-General.
- (d) No assignment grant shall be paid for children born, or for any other dependant acquired, after the arrival of the staff member at the IRENA office.
- (e) If a staff member resigns from the Commission within six months of the date of his appointment or reassignment, any assignment grant paid is recoverable proportionately under conditions established by the Interim Director-General.
- (f) If both spouses are staff members of international organizations applying the United Nations common system standards at the same IRENA office, the grant under lit (b) (i) above shall be payable to each staff member. The amount under lit (b) (ii) above shall be payable to the staff member in respect of whom the child is recognized as a dependant, whereas the amount shall be payable to the spouse whose entitlement yields the higher amount.

Rule 104.8

Payments and deductions

- (a) The normal pay period is from the first to the last day of any calendar month.
- (i) A month's pay is calculated by taking the sum of 1/12 of the annual net base salary and 1/12 of the allowances and adjustments expressed on an annual basis.
 - (ii) A day's pay is calculated by taking the sum of 1/360 of the annual net base salary and 1/360 of the allowances and adjustments expressed on an annual basis. Staff members who are not in pay status for a full calendar month are paid on a daily basis.
 - (iii) Payment in lieu of notice shall be in the same amount as if the staff member had remained in duty status.

(b) Separation payments shall be computed as follows:

(i) for computation of end-of-service grant, grant in case of death, indemnities and repatriation grant:

(ii) each "month of salary" means 1/12 of the annual terminal remuneration as defined in rule 101.2 lit. (d);

(iii) each "week of salary" means 1/52 of the annual terminal remuneration as defined in rule 101.2 lit. (d);

(iv) each "day of salary" means 1/360 of the annual terminal remuneration as defined in rule 101.2 lit. (d);

(v) payments shall be made pro rata to the last completed month of service.

(c) Payment for each day of accumulated annual leave shall be at the rate of 1/260 of the annual net base salary and post adjustment applicable to the IRENA office at the time of separation for professional and higher graded staff and at the rate of 1/260 of the annual terminal remuneration for the general service category of staff.

(d) Separation payments shall be computed in relation to the grade and step held by the staff member on the date of his separation.

(e) The effective date of any change in salary shall be as follows:

(i) any increase shall be effective from the date of entitlement except as otherwise specified in these rules or determined by the Interim Director-General;

(ii) any decrease shall be effective from the first of the month;

(iii) following completion of the required notice period.

(f) All payments to staff members shall be made in such currencies and at such rates of exchange as the Interim Director-General may determine, with due regard to the legitimate interests of the staff.

(g) Deductions, from salaries, wages and other emoluments, including terminal entitlements, may be made only in the following cases:

(i) for the staff member's contributions to the Staff Provident Fund and for health insurance;

(ii) for indebtedness to the Commission;

- (iii) appropriate charges for staff members officially provided with lodging at no cost or at nominal rent;
 - (iv) as otherwise authorized by the staff member and agreed by the Interim Director-General;
 - (v) for indebtedness to third parties when any deduction for this purpose is authorized by the Interim Director-General.
- (h) A staff member's remuneration may be advanced to him:
- (i) if it falls due during his absence on leave or official travel;
 - (ii) in emergencies, if approved by competent authority.
- (i) The Commission will not accept a claim in respect of an allowance or entitlement of any kind that is submitted beyond twelve months of the date when the initial payment would have been due.

CHAPTER 5

APPOINTMENT AND PROMOTION

Rule 105.1

Appointment procedure

- (a) Upon selection for a post a candidate shall receive notification which shall give him information on the proposed appointment and call attention to various requirements such as interviews, calling of references, medical examination and verification of qualifications. When these requirements have been satisfactorily met, he shall receive an offer of appointment signed by, or on behalf of, the Interim Director-General in accordance with the provisions stated in the Annex of the staff regulations.
- (b) An appointee shall sign and return to the Commission a notice of acceptance stating that he agrees to the conditions contained in the offer, accepts the staff regulations and rules as a part of his contract of employment, and subscribes to the oath or declaration of office.
- (c) The offer of appointment (including the staff regulations and rules) and the notice of acceptance shall constitute the contract of employment. The terms of the appointment shall be confirmed by an appointment notification when the staff member reports for duty and shall be subsequently modified as necessary to reflect any change in status.

Rule 105.2***Effective date of appointment***

(a) The effective date of appointment shall be the date the staff member reports for duty if locally recruited. If travel is authorized it shall be the date he enters travel status, provided that this date is not earlier than that required for travel by the route and type of transport designated by the Commission.

(b) No appointee shall report for duty or commence any travel for the purpose of entering on duty until the medical requirements of rule 105.4 and the appointment procedure requirements of rule 105.1 have been met.

Rule 105.3***Determination of recognized place of residence***

At the time of appointment of a staff member, the Commission shall determine, in consultation with him, that place which is to be recognized throughout his service as his residence prior to appointment, for purposes of establishing entitlements under these staff rules. Unless there are reasons to the contrary, the residence shall be determined to be the place in the country of the staff member's nationality where he was residing at the time of appointment; if the staff member was living in some other country at the time of appointment, the residence shall be a place in the country of his nationality determined in consultation with him/her on the basis of reasonable justification. Consideration may be given in individual cases to designating some other place if the facts so warrant.

Rule 105.4***Medical examination and required inoculations***

(a) Upon selection an appointee shall undergo a prescribed medical examination by a physician designated by the Interim Director-General.

(b) Should the report of the physician show that the appointee is not fit for the post in question, a decision shall be made whether or not to make an offer of appointment and, if an offer is to be made, upon what terms.

(c) Upon appointment and before any subsequent travel for the Commission, a staff member shall have such inoculations as the physician shall prescribe.

(d) Any medical examination and any inoculation required by the Commission shall be at its expense.

CHAPTER 6**ATTENDANCE AND LEAVE****Rule 106.1*****Overtime and compensatory leave***

When authorized by the appropriate supervisor a staff member may be required to work overtime and may be compensated as follows, subject to procedures established by the Interim Director-General:

- (a) staff in posts in the professional category and above may be given compensatory leave;
- (b) staff in posts subject to local recruitment shall be given compensatory leave or monetary compensation.

Rule 106.2***Approval and reporting of leave***

The granting of leave under staff regulations 6.2 and 6.3 and rules 106.3, and 106.4 is subject to the exigencies of the service and must be approved in advance by authorized officials. The personal circumstances of the staff member will be considered as far as possible. All leave taken shall be promptly reported.

Rule 106.3***Accrued annual leave***

- (a) Annual leave is provided to the staff for the purposes of rest and relaxation from their duties and for attending to personal business. Absences not specifically covered by other provisions of these rules shall be chargeable to annual leave to the extent that it has been accrued or advanced.
- (b) The rate of annual leave accrual shall be two and one-half working days for each full calendar month in pay status, with accrual for less than a full calendar month on a pro rata basis.
- (c) Annual leave accrues to all staff members except:
 - (i) to conference and other short-term service staff engaged on a daily basis;
 - (ii) to those on special leave under insurance coverage in excess of 30 days.
- (d) Annual leave may be taken in units of days and half days.

(e) Since the purpose of annual leave is to provide a period of rest each year, not more than 15 days of annual leave accrued in a given year shall normally be carried forward to the next calendar year. Not more than 60 days of accumulated annual leave can be carried forward beyond 31 December of each year.

(f) In exceptional circumstances a staff member may be advanced annual leave.

(g) A staff member who is ill during a period of annual leave shall, subject to the provisions of rule 107.4, have that portion of his absence considered as sick leave upon presentation of a satisfactory medical certificate.

(h) A staff member who, on leaving the service of the Commission, has not exhausted the annual leave to which he is entitled shall be paid in respect of each day of unused annual leave up to a maximum of 60 days. A staff member who has taken advanced annual leave beyond that subsequently accrued shall either have the equivalent amount debited to his terminal payments or at the option of the Commission make a cash refund. In case of death of a staff member, payment in lieu of accrued annual leave shall be made to his or her nominated beneficiary or beneficiaries but no deduction shall be made in respect of advanced annual leave.

Rule 106.4

Home leave

(a) Home leave is provided so that a staff member who is serving and residing outside the country of his recognized place of residence may spend a reasonable period of annual leave in his home country with a view to maintaining effective association with his culture, with his family, and with his national, professional or other interests. Staff members may exercise home leave travel in a country other than that of their recognized place of residence under conditions established by the Interim Director-General.

(b) The date of eligibility for home leave shall be the date on which the staff member has completed 24 months of qualifying service, except at those IRENA offices designated by the Interim Director-General as having difficult conditions of life and work. At the designated IRENA offices, the date of eligibility shall be the date on which the staff member has completed 12 months of qualifying service; however, the date may be determined according to criteria established by the Interim Director-General in cases of reassignment or reclassification of IRENA offices. All IRENA offices are classified for this purpose, according to their home leave cycle, as "24-month stations" or "12-month stations".

(c) Staff members are eligible for home leave when:

(i) they are serving and residing outside the country of their recognized place of residence;

(ii) if the staff member is assigned to a 24-month IRENA office, their service is expected to continue at least six months beyond the date of return from home leave or six months beyond the date of eligibility for home leave, whichever is later, or, if the

staff member is assigned to a 12-month IRENA office, their service is expected to continue at least three months beyond the date of return from home leave or three months beyond the date of eligibility for home leave, whichever is later;

(iii) they are not locally recruited;

(iv) they have met the requirements for qualifying service.

(d) Qualifying service consists of continuous service for the Commission at IRENA offices outside the country of the staff member's recognized place of residence, but does not include periods of sick leave under insurance cover in excess of 30 days or leave without pay in excess of 30 days.

(e) Home leave consists of travel time not charged to the staff member's annual leave with return transportation paid by the Commission for the staff member, the spouse and eligible children, up to the cost of travel between the IRENA office and the staff member's recognized place of residence or the actual destination, whichever is less. Travel shall be authorized as follows:

(i) travel shall be between the IRENA office and the staff member's recognized place of residence or another place as provided for in lit. (a);

(ii) as a condition for the payment of travel the staff member, the spouse and eligible children must spend a reasonable period of time in the country where the leave is exercised.

(f) If both spouses are staff members in organizations applying the United Nations common system standards and eligible for home leave, each shall have the choice of exercising the home leave entitlements as a staff member, or as a spouse, but not as both. Such choice normally may not result in more than one home leave in every home leave cycle.

(g) A staff member may be required to take home leave in conjunction with travel on official business or change of IRENA office, due regard being paid to the interests of the staff member and his family.

Rule 106.5

Official holidays

Ten holidays are observed per year, and except as otherwise decided by the Interim Director-General, eight of the ten days shall be fixed following, as far as practicable, the most commonly observed holidays in the locality, and two days to be taken at the discretion of individual staff members, the timing of which shall be subject to the requirements of the service.

Rule 106.6***Special leave in exceptional cases***

Special leave with full, partial or no pay may be granted at the request of a staff member for such period and under such conditions as the Interim Director-General may prescribe. This special leave may be granted for training or research in the interest of the Commission or for other important reasons, including but not limited to child care, serious illness of a family member, or death of an immediate family member. The Interim Director-General may, at his or her initiative, place a staff member on special leave with full pay if he or she considers such leave to be in the interest of the Commission. Normally, such leave shall not be granted until all accrued annual leave has been exhausted, except in the cases of special leave to care for a child, serious illness of a family member or death of an immediate family member. Continuity of service shall not be broken during periods of special leave, which shall be credited for all purposes except as otherwise specified in the rules.

CHAPTER 7**SOCIAL SECURITY****Rule 107.1*****Medical insurance***

Staff members shall participate in the Commissions medical insurance scheme under the terms and conditions determined by the Interim Director-General.

Rule 107.2***Accident and illness insurance***

Staff members shall be insured against the risk of disability or accidental death to the extent provided for in the Commission's accident and illness insurance policy relating to them. Staff members shall contribute to the cost.

Rule 107.3***Compensation for illness, injury or death attributable to service***

A staff member, or his surviving spouse or dependants, shall be entitled to compensation in the event of illness, injury or death attributable to the performance of official duties on behalf of the Commission, in accordance with rules established by the Interim Director-General.

Rule 107.4***Sick leave***

Staff members who are unable to perform their duties because of illness or injury, or whose attendance is prevented by public health requirements, may be granted sick leave with pay and varies by the appointment status as determined by the Interim Director-General. Recognized physician certifications will be required for every sick leave regardless of the duration.

Rule 107.5***Sick leave under insurance cover***

(a) Sick leave under insurance cover shall be granted to a staff member who is unable to perform his duties because of illness or injury and who is entitled to salary benefits under the Commissions' accident and illness insurance. While receiving these, the staff member and the Commission shall continue to make contributions to the staff provident fund, accident and illness insurance, and the staff health insurance.

(b) During sick leave under insurance cover no service credit shall accrue for the purposes of annual leave, a within-grade increase, completion of probation, repatriation grant, termination indemnity, home leave and end-of-service grant.

(c) Periods of 30 calendar days or less shall not affect the ordinary rates of accrual.

Rule 107.6***Subrogation of rights***

When a staff member incurs an illness or accident for which a third party may be wholly or in part liable and for which the staff member is placed on sick leave, he shall have the right to receive his remuneration during the period of the sick leave by reason of the Commission's automatic subrogation in respect of his rights against third parties up to the amount of the remuneration which the Commission has paid.

Rule 107.7***Maternity leave***

(a) Staff members shall be entitled to maternity leave, subject to conditions established by the Interim Director-General.

(b) Maternity leave shall commence six weeks before the expected date of birth upon submission of a certificate from a duly qualified medical practitioner or midwife indicating the expected due date. At the request of the staff member and on medical advice, the Interim Director-General may permit the maternity leave to commence less than six weeks but not less than two weeks before the expected due date. Maternity leave shall extend for a period of 16 weeks from the time it is granted, except that in the case of multiple births, maternity

leave shall extend for a period of 20 weeks from the time it is granted. However, in no case shall maternity leave terminate less than 10 weeks after the actual date of birth. The leave is paid with full salary and allowances.

(c) A nursing mother shall be allowed additional maternity leave of sufficient time each day to nurse her child.

(d) Where both parents of a newborn child are staff members of the Commission, any unused portion of maternity leave to which the mother could otherwise have been entitled may be used by the other parent, under conditions established by the Interim Director-General.

Rule 107.8

Paternity leave

A staff member shall be entitled to paternity leave subject to conditions established by the Interim Director-General. Upon presentation of satisfactory evidence of the birth of the staff member's child, the staff member shall be entitled to paternity leave for a total period of up to four weeks or, in the case of internationally recruited staff members serving at a non-family duty station, up to eight weeks. In exceptional circumstances, leave shall be granted for a total period of up to eight weeks. Paternity leave must be exhausted within 12 months from the date of the child's birth.

Rule 107.9

Adoption leave

Subject to conditions established by the Interim Director-General, and upon presentation of satisfactory evidence of the adoption of a child, a staff member shall be entitled to adoption leave for a total period of eight weeks.

Rule 107.10

Grant in case of death

(a) On the death of a staff member whose death does not result in any indemnity payment from the Commission's accident and illness insurance policy, a payment shall be made to the spouse or, if none, the children recognized in equal shares.

(b) The grant shall be made in accordance with the United Nations common system standards.

Rule 107.11***Loss of personal property***

The Interim Director-General may authorize the indemnification of a staff member for loss of personal property as a result of conditions of service, provided he has taken reasonable precautions to safeguard and insure the property and provided that claim for such indemnification shall normally be limited to items of basic living.

CHAPTER 8**TRAVEL AND REMOVAL EXPENSES****Rule 108.1*****Travel of staff***

The Commission shall pay the travel expenses of a staff member as follows:

- (a) On appointment, from the recognized place of residence to the IRENA office, or, at the option of the Commission, from the place of recruitment if different;
- (b) On change of IRENA office;
- (c) On official business;
- (d) On home leave;
- (e) Once in each interval between home leave eligibility dates (or once during an appointment of equivalent duration) from the IRENA office to the place where the staff member's spouse and children are residing, and return to the IRENA office, provided that:
 - (i) the staff member has waived his entitlements to the travel of his spouse and children under rules 108.1 and 108.2, except for education grant travel under rule 108.2 lit (c) (v) (bb) and (cc);
 - (ii) his assignment is to continue for at least six months after his return if the staff member is assigned to a 24-month IRENA office or for at least three months if the staff member is assigned to a 12-month IRENA office;
 - (iii) the cost to the Commission shall not in any case exceed that of travel from the IRENA office to the staff member's recognized place of residence;

- (iv) there is a reasonable interval between this travel and travel on home leave;
- (f) On termination from the IRENA office to the recognized place of residence, or to any other place provided that the cost to the Commission does not exceed that for the travel to the recognized place of residence;
- (g) In the case of illness or injury requiring special facilities for treatment of a staff member whom the Commission has an obligation to repatriate, the Interim Director-General may authorize return travel between the IRENA office and the nearest place where such facilities exist. The Staff Physician advises on the location of the facilities. To the extent feasible, such travel shall subsequently be charged to entitlements becoming due under rule 108.1 lit. (d), (e), (f) and rule 108.10;
- (h) In exceptional circumstances, and in accordance with conditions established by the Interim Director-General, return travel may be authorized in the case of illness or injury requiring special facilities for the treatment of a staff member whom the Commission does not have an obligation to repatriate.

Rule 108.2

Travel of spouse and children

- (a) Spouses and dependent children of staff members shall in appropriate cases be paid travel expenses in accordance with the United Nations common system standards.
- (b) Family members recognized as eligible for purposes of travel at the Commission's expense are:
 - (i) a spouse;
 - (ii) each child meeting the definition of dependency in rule 101.2 lit. (e);
 - (iii) each such child for whom travel expenses have previously been paid by the Commission, to the extent of the final one-way passage either to join the staff member at the IRENA office or to return to the country of the recognized place of residence within one year after ceasing to qualify as a dependant. The Commission's financial responsibility shall be limited to the cost of one-way travel between the IRENA office and the recognized place of residence. However, if a round trip to which the child may be entitled under rule 108.2 lit. (c) (v) (bb) and (cc) is completed after the end of the scholastic year in which the child reaches the age of 21, this travel shall not be authorized;
 - (iv) a child entitled to the education grant under rule 108.2 lit. (e), for purposes of travel under rule 108.2 lit. (c) (v) (aa), (bb), (cc) and (dd).

- (c) The Commission shall pay the travel expenses of a staff member's spouse and dependent children under the following circumstances:

- (i) on appointment for a period of not less than one year, or upon extension of an initial appointment of less than one year resulting in an uninterrupted period of service of one year or longer, from the recognized place of residence or, at the option of the Commission, the place of recruitment, to the IRENA office, or from some other place, provided that the cost to the Commission does not exceed that for the travel from the recognized place of residence, and subject to the requirement that in any case the spouse and dependent children are expected to remain at the IRENA office at least six months;
- (ii) subsequent to appointment in order to join the staff member at his IRENA office, under the same conditions as stated in rule 108.2 lit. (c) (i);
- (iii) on change of IRENA office, from one station to the other, subject to the same requirement as stated in rule 108.2 lit. (c) (i);
- (iv) on home leave and return to the IRENA office, if entitled under the provisions of rule 106.4;
- (v) for a child for whom there is an entitlement to an education grant under rule 104.4 for study outside the commuting distance of the IRENA office;
 - (aa) one-way passage from the IRENA office or elsewhere to the place of study to enter school for the first time; where the child has been resident with the staff member at the IRENA office, the cost to the Commission is limited to that of travel from the IRENA office to the staff member's recognized place of residence; where the child has not joined the staff member at his IRENA office, the cost to the Commission is limited to that of travel from the staff member's recognized place of residence to the IRENA office;
 - (bb) one round trip each scholastic year between the place of study and the IRENA office or other place, if:
 - 1. the duration of the child's visit to the parents is reasonable in relation to the amount of travel expenses borne by the Commission;
 - 2. the travel expenses to be borne by the Commission do not exceed the cost of round-trip travel between the IRENA office and the staff member's recognized place of residence, or the destination of the travel, whichever is less;
 - 3. the timing of the child's journey is reasonable in relation to other authorized travel of the staff member, spouse, or children.
 - (cc) a second such round trip each scholastic year under the same conditions as under rule 108.2 lit. (c) (v) (bb) if the staff member is assigned to an IRENA office designated for this purpose, provided that the staff member does not go on home leave during that scholastic year;

(dd) return travel on home leave between the place of study and the place to which the staff member is authorized to travel under rule 106.4 (provided that the cost to the Commission is limited to the cost of return travel between the IRENA office and the staff member's recognized place of residence) if:

1. the travel coincides with the staff member's travel on home leave;
2. the child is under the age of 21 years; and
3. the travel is reasonably timed in relation to other authorized travel under rule 108.2.

(ee) the final one-way passage defined in rule 108.2 lit. (b) (iii) within one year after ceasing to qualify for education grant under rule 104.4 lit. (a) (ii), provided that such entitlement has not already been exercised under rule 108.2 lit. (b) (iii). The Commission's financial responsibility shall be limited to the cost of one-way travel between the IRENA office and the recognized place of residence. However, if a round trip to which the child may be entitled under rule 108.2 lit. (c) (v) (bb) or (cc) is completed after the child ceases to qualify for an education grant under rule 104.4 lit. (a) (ii), this travel shall not be authorized.

(vi) for the spouse, to visit the staff member at the IRENA office and return, in lieu of the staff member's travel under rule 108.2 lit. (c) (i), subject to the same conditions specified therein;

(vii) on separation from service from the IRENA office to the recognized place of residence, or to any other place which the staff member chooses, provided that the cost to the Commission does not exceed that for the travel to the recognized place of residence.

(d) In case of illness or injury requiring special facilities for treatment of a family member whom the Commission has an obligation to repatriate, the Interim Director-General may authorize return travel between the IRENA office and the nearest place where such facilities exist. The Staff Physician advises on the location of the facilities. To the extent feasible, such travel shall subsequently be charged to entitlements becoming due under rule 108.2 lit. (c) (iv), (v) and (vii), rule 108.3 and rule 108.10.

(e) In exceptional circumstances, and in accordance with conditions established by the Interim Director-General, return travel may be authorized in the case of illness or injury requiring special facilities for the treatment of a staff member's spouse or dependent children whom the Commission does not have an obligation to repatriate.

(f) The eligibility for travel of the spouse and children to any IRENA office shall be subject to a determination by the Commission that conditions at the IRENA office are suitable for them. If they are not, "the IRENA office" for such travel may include any area designated by the Commission as suitable for them.

(g) Entitlement of any of the children of a staff member to travel under these rules, other than under rule 108.2 lit. (c) (v), shall be governed by the dependency status of that child, as defined in rule 101.2 lit. (e), at the date of commencement of that child's travel.

(h) The Commission does not assume responsibility for travel risks of the spouse and children for whom travel has been authorized.

(i) If both spouses are staff members in the Commission, eligible for repatriation, each shall have the choice of exercising the repatriation entitlement as a staff member or as a spouse but not as both. Such choice shall not result in more than one journey each.

Rule 108.3

Special education grant travel

The Commission shall, in accordance with terms and conditions determined by the Interim Director-General, pay travel expenses of dependent children in respect of whom staff members are entitled to the special education grant under rule 104.5. The provisions of this rule shall apply to professional and higher category staff not serving in the country of their recognized place of residence, and to staff recruited outside the local area as well as outside the country of the IRENA office. They shall not apply to other staff.

Rule 108.4

Travel per diem

(a) A staff member shall be paid a travel per diem during any period of authorized travel. Per diem shall be paid for family members as defined in rule 108.2 lit (b) when they are in authorized travel status, other than travel for a child to or from school under rule 108.2 lit. (c) (v).

(b) Rates of travel per diem, and the conditions under which they shall be payable to staff members and authorized family members, shall be established by the Interim Director-General. The amount of the per diem is considered to represent an average payment in lieu of reimbursement of a portion of the actual incidental expenses occasioned by travel status.

Rule 108.5

Route and mode of travel

All travel at the Commission's expense shall be by a route and mode of transportation determined by the Commission, provided that a staff member may be permitted to choose a different route or mode of transport on condition that any extra costs are at his charge, and that per diem and salary or leave computations shall be made on the basis of the route and mode of transport designated by the Commission.

Rule 108.6***Transportation of personal effects***

The cost of transportation of personal effects in connection with authorized travel shall be borne by the Commission within limits established by the Interim Director-General.

Rule 108.7***Removal of household goods***

(a) Staff members shall be paid removal expenses in accordance with the United Nations common system standards.

(b) If both spouses are staff members of international Organisations applying the United Nations common system standards and each is entitled to reimbursement for the expense of moving household goods, each shall have the choice of exercising the entitlement within limits established by the Interim Director-General.

(c) Subject to conditions and definitions prescribed in the staff rules, the Commission shall pay removal costs for staff members. Where, however, the Interim Director-General considers that it is in the interest of the Commission or that it is more economical in light of the cost of removal and the probable period of appointment, the Interim Director-General may elect not to offer to pay the cost of removal of household goods and to pay instead for the shipment of personal effects and a non-removal element of the relevant allowance at the rate established for the United Nations common system standards.

Rule 108.8***Failure to exercise entitlement***

In no case shall a staff member be given any cash payment in lieu of exercising any entitlement under this section. Any entitlement to repatriation travel or removal which is not exercised within one year of the date of termination of the appointment shall be forfeited except upon the express approval by the Interim Director-General of an extension.

Rule 108.9***Loss of entitlement to return transportation***

(a) A staff member who resigns before completing one year of service or within three months following the date of his or her return from travel on home leave shall not be entitled to payment of return travel expenses for himself or herself and family members unless, in the opinion of the Interim Director-General, there are compelling reasons for authorising such payment.

(b) Entitlement to return travel expenses shall cease if travel has not commenced within six months after the date of separation. However, where both spouses are staff members and

the spouse who separates first is entitled to return travel expenses his or her entitlement shall not cease until six months after the date of separation of the other spouse.

Rule 108.10***Expenses on death***

(a) On the death of a staff member or his spouse or his child(ren), when the Commission had an obligation to repatriate the deceased under rule 108.1 lit. (f) or rule 108.2 lit. (c) (vii), the Commission shall pay the expenses of preparing and transporting the remains. The maximum transportation costs borne by the Commission shall not exceed those from the last place to which the deceased person(s) travelled at the Commission's expense to the staff member's recognized place of residence.

(b) A deceased staff member's spouse and child(ren) shall be entitled to travel and transportation of personal effects to any place, provided that the Commission had an obligation to repatriate them under rule 108.2 lit. (c) (vii) and that the cost to the Commission does not exceed that for travel and transportation to the deceased staff member's recognized place of residence. Entitlement to removal expenses is determined by rule 108.7.

Rule 108.11***Authority for travel***

Travel shall be authorised in writing before it is undertaken. In exceptional cases, staff members may be authorised to travel on oral orders, but such oral authorisation shall require written confirmation. A staff member shall be personally responsible for ascertaining that he or she has the proper authorisation before commencing travel.

Rule 108.12***Travel expenses***

(a) Travel expenses that shall be paid or reimbursed by the Commission under the relevant provisions of these staff rules include:

- (i) transportation expenses (i.e. carrier fare);
- (ii) terminal expenses;
- (iii) transit expenses;
- (iv) travel subsistence allowance;
- (v) necessary additional expenses incurred during travel.

(b) Staff members shall exercise the same care in incurring expenses that a prudent person would exercise if travelling on personal business.

Rule 108.13***Travel by automobile***

Staff members who are authorised to travel by automobile shall be reimbursed by the Commission at rates and under conditions determined by the Interim Director-General in an administrative directive in accordance with the relevant United Nations rules.

Rule 108.14***Purchase of tickets***

(a) Unless the staff member concerned is specifically authorised to make other arrangements, all tickets for transportation involving official travel of staff members and eligible family members shall be purchased by the Commission in advance of actual travel or, where circumstances so require, shall be secured by the staff member. The Interim Director-General shall endeavour to negotiate contract fare rates especially for the most frequently travelled routes.

(b) When a staff member, for reasons of personal preference or convenience, requests a standard of accommodation in excess of his or her entitlement or requests travel by other than the approved route or mode or transportation, the staff member shall be required to reimburse the Commission for any additional costs thus incurred before the Commission provides him or her with the necessary tickets.

Rule 108.15***Expenses upon appointment***

(a) The Office shall pay the travel expenses on appointment of an official who, as a result of his appointment, is obliged to change his place of residence from the place where he was residing at the time of his appointment to the place designated as his location.

(b) On appointment, an official shall be paid travel expenses in respect of his spouse and dependants from the place where he was residing at the time of his appointment to the place designated as his location.

(c) On appointment with a contract for two years or more, or on extension of a shorter appointment by a period of two years or more, an official shall be given a choice between:

(i) payment of the cost of removal of his household goods and personal effects to his location from the place where he was residing at the time of his appointment; or

(ii) payment of the element for non-removal of household goods of the allowance provided as per the United Nations common system standards.

(d) This choice shall be made within one month of the effective date of the appointment or extension and once made may not be retracted. If no choice is made within the period, lit. (c) (ii) above shall apply.

Rule 108.16

Expenses upon transfer

(a) An official who is transferred from one IRENA office to another shall be paid travel expenses in respect of himself and his spouse and dependants.

(b) An official who is transferred from an IRENA office to another for two years or more shall also be paid the cost of removal of his household goods and personal effects. If the official has not previously been paid the cost of removal of his household goods and personal effects on appointment, he may choose to use all or part of his entitlement under this paragraph to cover removal costs from the place where he was residing at the time of his appointment.

(c) Any other official who is transferred from one IRENA office to another for two years or more shall be given a choice between:

- (i) payment of the cost of removal of his household goods and personal effects; or
- (ii) payment of the element of non-removal of household goods of the allowance provided as per the United Nations common system standards, unless he is transferred back to an IRENA office from which he is entitled to the removal of his household goods and personal effects, in which case he shall be paid the cost of removal of his household goods and personal effects. An official who has a choice under this paragraph shall exercise it within one month of the effective date of the transfer; once made, the choice may not be retracted. If no choice is made within the period, (ii) shall apply.

Rule 108.17

Expenses upon termination

(a) Upon the termination of his appointment:

- (i) an official shall be paid travel expenses in respect of himself and his spouse and dependants from his office to his home;
- (ii) an official shall be paid the cost of removal of his household goods and personal effects to his home from an IRENA office at which he was entitled to removal by virtue of rules 108.15 (c) and 108.16 (b) or by virtue of choices under

rules 108.15 (c) (i) and 108.16 (c) (i) or at which he would have been entitled to removal but for the fact that he was residing at the IRENA office at the time of his appointment; where entitlement under the aforesaid provisions arose at more than one IRENA office, the official shall normally be paid the cost of removal from the most recent.

(b) When both husband and wife are staff members of the Commission and each is entitled to the payment of travel expenses upon termination of appointment, travel expenses from the IRENA office to the home shall be paid only once to each of them.

(c) Expenses under this article shall not normally be paid to an official whose appointment is terminated, nor to an official who resigns before he completes one year of service. Travel expenses under this article shall not be paid to an official who resigns within six months after his return from home leave except that, where home leave travel expenses were not paid in respect of the official's spouse or in respect of any, travel expenses shall be payable in respect of such spouse or dependant, nor to an official who resigns within six months after his return from authorized travel to visit spouse or dependants. Expenses under this article may be paid in respect of travel or removal to a place other than that recognized as the official's home, provided the cost is not greater. Exceptions to the provisions of this paragraph may be authorized in special circumstances.

Rule 108.18

Detailed procedures and limitations

All entitlements conferred by this section shall be subject to detailed procedures and limitations to be established by the Interim Director-General.

CHAPTER 9

STAFF RELATIONS

No pertaining rule to Article 9 of staff regulations

CHAPTER 10**SEPERATION FROM SERVICE****Rule 110.1*****Grant Conditions***

(a) In computing the years of qualifying service for estimating the repatriation grant as per the United Nations common system standards, the following periods shall be excluded:

- (i) any period of leave without pay in excess of 30 days or sick leave under insurance cover in excess of 30 days;
- (ii) any period of duty during which the staff member is assigned to, or residing in, the country of his recognized place of residence.

(b) The grant shall not be payable to a staff member assigned to, or residing in, the country of his recognized place of residence at the time of separation provided that the grant may be paid on a full or reduced basis to a staff member transferred to duty in the country of his recognized place of residence prior to termination, the amount of the grant being reduced in proportion to the duration of his residence in that country.

(c) In the event of the death of a staff member who at the time of death would have been eligible for the grant, payment shall be made to the spouse and dependent children who are entitled to repatriation, required:

- (i) at the lower rate if there is one surviving such family member;
- (ii) at the higher rate if there is more than one surviving such family member.

(d) If both spouses are staff members of international organizations applying the United Nations common system standards and each is entitled to payment of a repatriation grant on separation from service, the amount of the grant paid to each shall be calculated in accordance with terms and conditions established by the Interim Director-General.

CHAPTER 11

DISCIPLINARY MEASURES

Rule 111.1

Sanctions

(a) An official who fails to observe the standards of conduct required of an international civil servant may be subjected to any one of the sanctions provided for in this article, as appropriate to the gravity of the case.

(b) Failure to observe the standards of conduct required of an international civil servant shall mean:

- (i) failure to observe any of the provisions of article 2 of the staff rules and regulations;
- (ii) misconduct by an official in his official capacity;
- (iii) dereliction of duty.

Rule 111.2

Procedure for application of sanctions

A staff member who fails to observe the standards of conduct as defined in rule 111.1 shall be subject to disciplinary measures. According to the gravity of the offence, this may take the form of any one or a combination of the following:

- (a) oral reprimand;
- (b) written reprimand;
- (c) reassignment with or without reduction in grade;
- (d) dismissal for misconduct;
- (e) summary dismissal for serious misconduct.

Rule 111.3

Suspension pending investigation

If a case of misconduct arises involving a staff member and if it is considered that continuance of the staff member in office pending further investigation of the matter is

likely to prejudice the interests of the Commission, the staff member may be suspended from his functions, with or without pay. At the time of suspension the staff member shall be given a written statement containing the reason for the suspension, his status during suspension, and its probable duration. If the staff member is suspended without pay and any resulting charge is subsequently not sustained, the salary withheld shall be paid.

Rule 111.4***Notification of charges and reply***

A disciplinary measure listed in rule 111.1 may be imposed only after the staff member has been notified of the charges made against him and has been given an opportunity to reply to those charges. The notification and the reply shall be in writing, and the staff member shall be given eight calendar days from receipt of the notification within which to submit his reply. This period may be shortened if the urgency of the situation requires it.

CHAPTER 12**ADMINISTRATION OF JUSTICE**

No pertaining rule to Article 12 of staff regulations

CHAPTER 13**GENERAL PROVISIONS****Rule 113.1*****Purpose***

The staff rules implement the provisions of the staff regulations. They provide the rules which govern the conditions of service and the personnel practices of the Commission.

Rule 113.2***Relationship between staff regulations and staff rules***

(a) The staff regulations are promulgated by the Commission and:

(i) embody the fundamental conditions of service and the basic rights, duties, and obligations of the Commission's staff; and

(ii) provide broad principles of personnel policy for the guidance of the Interim Director-General in the staffing and administration of the Commission.

(b) The staff rules are established by the Interim Director-General under the authority of the staff regulations. The staff rules shall be consistent with the provisions of the staff regulations.

Rule 113.3

Application

The staff rules shall apply to all staff members of the Commission, except as specifically provided in any particular rule herein. Nothing in the present rules shall be interpreted as preventing the Interim Director-General from making temporary appointments of 60 days or less with terms of service different from those provided in the present rules, where he or she considers that the interests of the service so require.

Rule 113.4

Exceptions to staff rules

The Interim Director-General may make exceptions to the staff rules provided that such exceptions are not inconsistent with any staff regulation or other decision of the Assembly; and provided further that each exception is agreed to by the staff member directly affected and is, in the opinion of the Interim Director-General, not prejudicial to the interests of any other staff member or group of staff members.

Rule 113.5

Delegation of authority

The Interim Director-General may delegate to other officers of the Commission such of his powers as he considers necessary for the effective implementation of these rules.

Rule 113.6

Masculine and feminine genders

In these staff rules terms referring to persons and staff members in the masculine gender shall apply equally to men and women except where a contrary intention is evident from the context.