

# Board of the Centre

88th Session, October 2024

CC 88/5

FOR DECISION

## FIFTH ITEM ON THE AGENDA

### Human Resources questions

#### I. Recommendations of the International Civil Service Commission

1. Section I. of the document provides information on the recommendations contained in the report of the International Civil Service Commission (ICSC) for the year 2024 which, if approved by the United Nations General Assembly (UNGA), will have implications for the Centre as from 1 January 2025.
2. The UNGA will not have reached any final decision concerning the recommendations at paragraph 15) below when the Board holds its 88th Session (October 2024). Since these measures, if approved, will come into effect for all organizations within the United Nations (UN) System and have financial implications for the Centre as from 1 January 2025, these recommendations are being submitted for approval by the Board at its current session.

#### Conditions of service of staff in the Professional and higher categories

##### A. Base salary scale

3. The base/floor salary scale for staff in the professional and higher categories is set by reference to the base General Schedule salary scale of the Federal Civil Service of the United States, which has been the comparator civil service since the creation of the UN. Periodic adjustments are made on the basis of a comparison of net salaries of UN officials at the midpoint of the scale with the corresponding salaries of their counterparts in the comparator civil service. The adjustments are implemented by means of the standard no-loss-no-gain method of consolidating post-adjustment points into the base/floor salary scale while commensurately reducing post-adjustment levels.
4. As a result of an increase in the reference comparator pay level in net terms, the ICSC has recommended to the UNGA for approval with effect from 1 January 2025 a revised base/floor salary scale for professional and higher categories of staff with a 9.50 per cent adjustment implemented through the standard no-loss-no-gain consolidation method described in paragraph 3 above.<sup>1</sup> The proposed increase in the salary should also be applied to the pay protection points for staff whose salaries were higher than those at the maximum level of their grade on conversion to the unified salary scale.

<sup>1</sup> ICSC/98/R.7

This adjustment also implies a proportional increase in end-of-service payments. The proposed amendments to the salary scales and pay protection points in the Staff Regulations are contained in the Appendix.

## B. Changes to the Education grant levels provisions

5. The ICSC wished to recommend to the General Assembly a revised sliding reimbursement scale and a revised boarding lump sum for implementation from the school year in progress on 1 January 2025.
6. The proposed amendments to the Staff Regulations are contained in the Appendix.

## II. Further alignment of the Centre's human resources policies and procedures with those of the ILO applicable to all Centre' staff

7. At its 87th Session (2023), in light of the need for further and close alignment of the Centre's administrative rules and practices with those of the ILO and in line with the Centre's Operational Model<sup>2</sup> and the Centre's Statute<sup>3</sup>, the Board of the Centre adopted amendments to the Centre's Staff Regulations concerning the conflict resolution mechanism.<sup>4</sup>

## C. Delegation of authority for implementation of recommendations and decisions of the International Civil Service Commission and of the United Nations General Assembly and for minor non-controversial issues

As the Board will recall, in the context of the discussion of document CC 87/6 on human resources issues at its 87th session (October 2023) concerns were expressed about seeking conditional approval by the Board of proposals giving effect to recommendations of the ICSC that had not yet been considered or approved by the UNGA as the latter usually examines ICSC-related matters towards the end of the year.<sup>5</sup>

As reflected in article 0.3 of the Staff Regulations, the Director has a delegated authority to amend the Staff Regulations, in line with any modification decided by the ICSC under its own authority. Amendments to the Staff Regulations giving effect to modifications of common system conditions of employment which are decided by the UNGA continue to require formal approval by the Board before they can be implemented at the Centre.

While the Board normally meets in October/November, the UNGA takes decisions on the annual report of the ICSC at the end of the year. Because some of those decisions take effect as of 1 January of the following year, the management is often compelled to seek prior conditional approval by the Board at its annual session, so

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<sup>2</sup> [CC 84/1](#), para. 43.

<sup>3</sup> Article V(5) of the [Statute of the Centre](#) provides that the terms and conditions of service of the staff "shall be established on the basis of those of International Labour Office officials and of the particular requirements of the Centre".

<sup>4</sup> [GB.349/INS/17](#), para. 99 and [CC 87/6](#).

<sup>5</sup> [GB.349/INS/17](#), para. 98.

that the Director can implement any decision by the UNGA as of early January, thus avoiding retroactive adjustments in staff entitlements.

In response to the concerns expressed at the 87th Board meeting, the management indicated that, in the interest of effectiveness of the Board's work and in further alignment with ILO practices, the Board could consider adopting arrangements similar to those adopted at the ILO. Concretely, at its 312nd Session (November 2011), the ILO Governing Body approved an amendment to article 14.7 of the ILO Staff Regulations giving a standing delegation of authority to the ILO Director-General to implement, through amendments to the Staff Regulations, routine decisions by the General Assembly concerning changes in common system salaries and entitlements.<sup>6</sup> The delegation given to the ILO Director-General covers also non-controversial non-common system issues with no significant financial and policy implications, in line with a previous decision by the Governing Body in 1974.<sup>7</sup> This removed the requirement of Governing Body approval of such matters. Since then, the Office submits each year at the March session of the Governing Body for information a summary of the UNGA decisions on the ICSC report for the preceding year and their implementation at the ILO.

The Board may wish to consider that, in line with ILO practice, the Director of the Centre should be given a delegation of authority through a limited amendment to article 0.3 of the Staff Regulations, as indicated in the Appendix, to implement, through amendments to the Staff Regulations, routine decisions by the UNGA concerning changes in common system salaries and entitlements and non-controversial non-common system issues with no significant financial and policy implications. Each time the Director would make use of that authority, she/he would inform the Board, at the session immediately following her/his decision, of any consequential amendments to the Staff Regulations and other aspects of the annual ICSC report that are relevant to the Centre and its staff.

As regards specifically the proposed amendments to reflect modifications to the salary scale and relative allowances applicable to general service staff, because of the current reference to FAO salary scale and allowances in article 0.3 of the Staff Regulations, the Centre faces delay in implementing relevant ICSC recommendations since it is dependent on their implementation by FAO. To streamline the process, it is proposed that the reference for general service salary scale and allowances be Rome instead of FAO, in line with the practice followed for the ILO Office for Italy and San Marino.

These proposals have been submitted to the JNC for consultation. The proposed amendments are included in the Appendix.

#### *Revision of the disciplinary framework*

8. At its 87th Session, the Board was informed that the ILO was in the process of amending its Staff Regulations as regards disciplinary proceedings and that, following the completion of that process, corresponding amendments would be submitted to the Board for consideration.<sup>8</sup> In November 2023, the ILO Governing Body adopted at its 349th Session a revised Chapter on discipline for the ILO Staff Regulations.<sup>9</sup> After having formally consulted the Staff Union, it is proposed that the Centre would align its

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<sup>6</sup> [GB.312/PV](#), para. 751, [GB.312/PFA/13](#).

<sup>7</sup> [GB.312/PFA/13](#), para. 9.

<sup>8</sup> [CC 87/6](#), para. 18.

<sup>9</sup> [GB.349/PV\(Rev.1\)](#), para. 1097 and [GB.349/PFA/8](#).

disciplinary policy and Chapter XI on discipline of its Staff Regulations with those of the ILO.

9. The Centre has a three-pronged approach to addressing misconduct: prevention, enforcement and remedial action. This recognizes the importance of promoting and maintaining the highest standards of conduct among staff. It also ensures that disciplinary proceedings are transparent, efficient and effective and that disciplinary measures are proportionate and progressive. The proposed amendments to Chapter XI seek primarily to clarify the disciplinary process and to expand the list of available disciplinary measures. They also serve as a means of promoting accountability among all staff members at all levels, driving organizational performance and improving on the delivery of results.
10. The following are the main modifications proposed under the revision of Chapter XI of the Staff Regulations:
  - (a) The establishment of an advisory body, the Disciplinary Committee, comprised of senior officials nominated by the Director, which will assist the Director in determining whether misconduct has occurred and also advising on the disciplinary measure or measures to be applied. This is intended to ensure that a more diverse range of perspectives is considered in the assessment of the evidence and of the comparative gravity of the misconduct under review and to help ensure consistency in the application of disciplinary measures.
  - (b) The expansion of the list of available disciplinary measures to include sanctions with an immediate and direct impact – financial or otherwise – on any official found guilty of misconduct.
  - (c) The addition of a provision explicitly providing for the recovery of any losses arising from acts of misconduct of staff members in line with Rule 13.20 of the Financial Rules.
11. The proposed amendments to Chapter XI and the consequential amendments to articles 4.2 and 8.6 of the Staff Regulations are set out in the Appendix.

*Introduction of National Professional Officer category*

12. In order to facilitate effective management of projects in the field, the Centre proposes to introduce in its Staff Regulations the category of National Professional Officers (NO) which exists in the ILO since 2001.<sup>10</sup> NOs perform professional-level work in duty stations other than headquarters or countries in the European Union. They are normally assigned to the country of which they are nationals, recruited locally and not transferred to other duty stations. The matter has been submitted to the JNC for consultation. The proposed amendments to the Staff Regulations are set out in the Appendix.

*Implementation of prevailing conditions of employment found locally*

13. Should the Board adopt the above proposal to introduce the category of NO and in the interest of further and close alignment of the Centre's administrative rules and practices with those of the ILO, it is proposed to align article 5(1)(e) of the Staff Regulations with that of the ILO to provide that the Director will determine the gross and net salary scales and the family allowances of officials of the National Professional Officers category and the General Service category in accordance with the methodology approved by the competent body on the basis of best prevailing conditions of employment found locally for similar work, and that for the General Service category the duty station reference is

<sup>10</sup> [GB.280/PFA/11](#), Appendix III, [GB.280/11/2](#), para. 49(d) and [GB.280/PV](#), VII/1.

Rome. As at the ILO, the JNC would be informed at regular intervals of any reduction to the relevant salary scales. The matter has been submitted to the JNC for consultation. The proposed amendments to the Staff Regulations are set out in article 5(1) in the Appendix.

*Staff whose fixed-term contract is linked to a specific project*

14. The Centre's Staff Regulations foresee staff whose contract is "linked to a specific training project of a fixed-term duration, of one year or more, it being understood that the appointment will not exceed the duration of the project" (article 1.2(c) of the Staff Regulations). To facilitate effective management of all projects, including those unrelated to training, it is proposed to broaden the scope of the relevant provisions beyond training projects by removing the reference to "training", with a view to making project contracts available to all Centre's activities, irrespective of the unit or service where concrete needs arise. The proposed amendments to the Staff Regulations are laid out in the Appendix.

*Editorial issues*

15. Finally, the Centre informs the Board that it intends to align the numbering of the provisions of its Staff Regulations with that of the ILO Staff Regulations. The amendments to the Staff Regulations presented in the Appendix follows the numbering in force.

**16. The Board is requested to:**

- a) **accept the recommendations of the ICSC, subject to their approval by the United Nations General Assembly, all with effect as from 1 January 2025, concerning:**
- (i) **an increase of 9.50 per cent in the base/floor salary scales for the Professional and higher category of staff on a no-loss-no-gain basis;**
  - (ii) **the consequential increases in separation payments and in pay protection points;**
  - (iii) **the possible changes to the Education grant levels for the Professional and higher category of staff;**
- b) **approve the amendment to article 0.3 of the Staff Regulations, as indicated in the Appendix;**
- c) **approve the revised disciplinary framework as set out in paragraph 8 to 11 above and to amend Chapter XI and articles 4.2 and 8.6 of the Staff Regulations as proposed in the Appendix;**
- d) **approve the introduction of the National Professional Officers category of staff and to amend the Staff Regulations as proposed in the Appendix;**
- e) **approve a broadened scope of application for project contracts not limited to training projects and to amend the Staff Regulations as proposed in the Appendix.**

**Point for decision:** Paragraph 16.

## APPENDIX

### Proposed amendments to the Staff Regulations

(The current Chapter XI and the proposed salary scale and pay protection points of the Staff Regulations are superseded in their entirety with the provisions set out below. For other amendments to the Staff Regulations, additions appear underlined, deletions are struck out)

#### ARTICLE 0.3

##### Amendments

(a) Subject to the approval of the Board of the Centre, the Staff Regulations may be amended, without prejudice to the acquired rights of officials, by the Director after consulting the Joint Negotiating Committee.

(b) The Director shall, where appropriate, amend the Staff Regulations in accordance with paragraph (a) in order to give effect to the provisions of a collective agreement with the Staff Union, which has been notified to all officials, or to take into account the expiry of such agreements.

(c) The Director ~~may shall~~ amend the Staff Regulations, without prejudice to the acquired rights of officials, after consulting the Joint Negotiating Committee, in order to give effect to:

(1) modification in the ~~FAO~~ salary scale and relative allowances applied in Rome

to the General Service category;

(2) decisions of the International Civil Service Commission and of the General Assembly on the recommendation of the Commission concerning:

(i) salary scales for the Professional category;

(ii) rates of allowances and benefits (other than pensions, dependency allowances, education grant, home leave, repatriation grant and termination indemnity), the conditions of entitlement thereto, and the standards of travel; and

(iii) the classification of duty stations for the purpose of applying post adjustments; as well as in respect of non-controversial issues with no significant financial and policy implications.

The Board of the Centre shall be informed of such amendments.

#### ARTICLE 1.2

##### Filling of Vacancies

c) The method of filling any other vacancy below the grade of P.5 shall be decided by the Director after consulting the Selection Committee. The methods to be employed shall comprise transfer in the same grade, promotion or appointment normally by competition. Promotion or appointment without competition may be employed only in:

- filling vacancies caused by upgrading of a job by one grade, or in the case of a job upgraded from the General Service to the National Professional Officer or in the case of a job upgraded from the National Professional Officers to the Professional category by one grade or more;

- filling vacancies linked to specific training projects of a fixed-term duration of one year or more, it being understood that the appointment will not exceed the duration of the project;

.....

(d) In filling any vacancy account shall be taken, in the following order, of:

(4) if the Selection Committee agrees, applications from former officials other than those who have been ~~discharged~~ dismissed or summarily dismissed;

#### Article 1.4 bis

##### National Professional Officers category

(a) The maintenance of the staff on a wide geographical basis shall not be a consideration in the appointment of officials to the National Professional Officers category. Jobs in this category shall be filled by locally recruited officials.

(b) Officials of the National Professional Officers category shall normally be assigned to the country of which they are nationals and shall not be transferred to other duty stations.

**ARTICLE 1.5**

**Definition of Home**

(b) Notwithstanding (a) above, the home of an official of the General Service category who has been locally recruited as defined in Article 1.4 (General Service Category) and the home of an official of a National Professional Officers category as defined in article 1.4 *bis* shall be deemed to be at the duty station.

**ARTICLE 3.2**

**Classification of Jobs**

Jobs shall be classified in categories and grades, in accordance with the duties and responsibilities attaching to them, as follows:

(d) National Professional Officers category, comprising the grades of NO-D, NO-, NO-B and NO-A.

(e) General Service category comprising seven grades.

**ARTICLE 5.1**

**Salary Scales**

(c) Certain provisions of these Regulations refer to the remuneration specified in this paragraph as the basis of calculating relevant entitlements. That remuneration shall be:

(2) in the National Professional Officers category and in the General Service category net salary and the net amount of such allowances as may be pensionable under these Regulations.

...

(e) The salary scales shall be periodically reviewed by the Director in line with principles laid down by the United Nations Organization. The gross and net salary scales and the family allowances of officials of the National Professional Officers category and the General Service category shall be determined by the Director in accordance with the methodology approved by the competent body on the basis of best prevailing conditions of employment found locally for similar work. For the General Service category, the reference duty station shall be Rome. The Joint Negotiating Committee shall be informed at regular intervals of any reduction to salary scales applicable to ITC-ILO officials of the National Professional Officers and the General Service categories.

**ARTICLE 5.5**

**Salary on Promotion**

(c) Where an official of the General Service category is promoted to a grade in the National Professional Officers category or to a grade in the Professional category, and where an official of the National Professional Officers category is promoted to a grade in the Professional category, the following shall be considered to be part of the salary for the purpose of paragraph (a):

(1) In the General Service category:

(i) the net salary plus any pensionable allowance which the official received in the General Service category or in the National Professional Officers category;

...

(d) Where promotion from the General Service category to the National Professional Officers category or to the Professional category and where promotion from the National Professional Officers category to the Professional category results in decrease of an official's pensionable remuneration, the official may keep his/her pensionable remuneration at the level which it had reached immediately prior to the promotion until that level is exceeded as a result of advancement or further promotion.

**ARTICLE 5.13**

**Education Grant**

(a) An official, other than a locally recruited official, whose duty station is not in the country of his/her home shall receive a non-pensionable education grant for each child for whom the official provides the main and continuing support and who is in full-time attendance at a school, university or similar educational institution. An official who, following expatriate duty, is transferred to a duty station in the country of his/her home shall retain all entitlements under this article for the remainder of the school year during which the transfer took place.

(b) The grant shall not be payable in respect of:

(1) attendance at a kindergarten or nursery school at pre-primary level;

(2) attendance in the country or area of the duty station at a free school or one charging only nominal fees;

- (3) correspondence courses, except when in the opinion of the Director such courses are the best available substitute for full-time attendance at a school of a type not available at the duty station;
- (4) private tuition, except in circumstances and under conditions defined by the Director to take account of linguistic and other special needs and problems which result from expatriation or a change of duty station;
- (5) vocational training or apprenticeships which either do not involve full-time schooling or in which the child receives any payment for services rendered.
- (c) The grant shall be payable up to the end of the fourth year of post-secondary studies or until the award of the first post-secondary degree, whichever is earlier, but not beyond the end of the school year in which the child reaches the age of 25, provided that the Director may in exceptional cases prolong payment of the grant beyond this age limit.
- (d) Admissible expenses actually incurred shall be reimbursed based on a global sliding scale consisting of seven brackets subject to a maximum grant, with declining reimbursement levels as provided in the following table.

Claim amount bracket in US\$*	Reimbursement rate (percentage)
0-13 904	86
13 905-20 856	81
20 857-27 807	76
27 808-34 759	71
34 760-41 711	66
41 712-48 663	61
> 48 664	0

Claim amount bracket in US\$*	Reimbursement rate (percentage)
0-13 224	86
13 225-19 836	81
19 837-26 448	76
26 449-33 060	71
33 061-39 672	66
39 673-46 284	61
> 46 285	0

- (e) The amount of the grant shall be payable in the currency in which expenses are incurred.
- (f) For officials assigned outside category H duty stations, an additional lump sum of USD5,000 743 for boarding-related expenses shall also be payable in respect of eligible children who attend primary or secondary education outside the duty station.
- (g) The grant payable shall be that proportion of the annual grant which the period of attendance calculated to the nearest month bears to the full school year. For the purpose of this article, admissible expenses are defined as the cost of tuition and enrolment-related fees only.
- (h) If both parents of the child are officials of the Centre, or if the other parent is an official of another organization applying the United Nations common system, the grant shall only be payable to one parent. In such cases if the home countries of the parents are not the same, the parents shall jointly certify which of the respective home countries shall be regarded as the home country for the purposes of this article. A certification made in conformity with this paragraph can subsequently be changed only in exceptional circumstances and with the consent of the Director.
- (i) Where boarding-related expenses are payable in accordance with paragraph (f), expenses of the child attending school at the primary or secondary level shall be paid for an outward and return journey once for each school year between the educational institution and the duty station, provided that:
- (1) where attendance is for less than two-thirds of the school year, transport costs may be refused;
  - (2) transport expenses shall not be paid if the requested journey is unjustified, either because of its timing in relation to other authorized travel of the official or his/her dependants or because of the brevity of the visit in relation to the expense involved; in particular transport expenses shall not normally be paid when the official's appointment will expire within six months of the child's arrival at the duty station;



(3) where the educational institution is in a country other than the official's home country, the amount paid in respect of transport expenses shall not exceed the cost of a journey between the official's home and the duty station.

(j) For the purposes of this article, the following definitions shall apply:

(1) in Turin, the school year is considered to fall within the period from 1 August to 31 July. At other duty stations the Director may fix other periods;

(2) "home country" shall mean the country of the official's recognized home.

(k) The grant shall be payable upon the presentation of evidence satisfactory to the Director that the conditions required by this article are fulfilled.

(l) Unless otherwise stipulated, the provisions of this article are applicable as of the school year in progress on 1 January 2025.

#### ARTICLE 5.14

##### Incentives for Language Proficiency

(c) For officials in the National Professional Officers category who are already proficient in one of the working languages of the Centre and demonstrate, by passing a prescribed test, proficiency in one other of the following languages: Arabic, Chinese, English, French, Portuguese, Russian and Spanish, the interval between incremental dates provided for in paragraph (a) of article 7.2 of these Regulations shall be reduced to ten months for those otherwise entitled to annual increments and to 20 months for those otherwise entitled to biennial increments. The mother tongue shall not count for such reduction. The reduction shall not apply to official to whom the language requirements laid down in Annex H to these Regulations apply.

#### ARTICLE 6.2

##### Compensation for Overtime

(b) Officials of the Professional category and officials of the National Professional Officers category who have been required to work substantial or recurrent periods of overtime may be granted compensatory time off, subject to the exigencies of the service, to the provisions of paragraph (g) below and to the prior approval of the Director. They shall be entitled to equal time off in compensation for overtime worked on Sunday or on an established holiday.

#### ARTICLE 6.4

##### Annual Leave

(b) An official who, on leaving the service otherwise than by transfer to the United Nations, the International Labour Office or another UN Agency, has not exhausted the annual leave to which s/he is entitled shall be granted a sum proportionate to the number of days of annual leave s/he has accumulated, up to a maximum of 60 working days. For an official in the Professional category and above the sum shall be based on the net salary plus post adjustment. For an official in the National Professional Officers category and in the General Service category it shall be based on the remuneration specified in Article 5.1 (c)(2).

#### ARTICLE 7.0

##### Scope

The provisions of this Chapter of the Staff Regulations shall apply to established officials and fixed-term officials other than staff whose fixed-term contract is linked to a specific ~~training~~ project. Performance appraisals and adjustment of salary of fixed-term officials whose contract is linked to a specific ~~training~~ project shall be governed by the provisions of Annex I of the Staff Regulations.

#### ARTICLE 7.11

##### Promotion linked to Official's Record of Service

(a) Officials in the Professional category below the grade of P.5 and officials in the National Professional Officers category below the grade of NO-D and officials in the General Service category who have not reached the top grade of their category shall, once only in the course of their entire service with the Centre, be eligible for promotion in accordance with either paragraph (b) or paragraph (c) of this article.

## **ARTICLE 8.5**

### **Marriage Travel Expenses**

An official to whom travel expenses on appointment have not been paid in respect of a spouse under Article 8.2 (Travel of Spouse and Dependants) and who marries after the date of his appointment, shall be paid the travel expenses of his spouse and of any of the spouse's children in respect of whom a family allowance is payable from the spouse's or child's place of residence to the official's duty station if the official certifies that the spouse or child intends to reside at the duty station for at least six months during the official's service with the Centre at that duty station. Such expenses shall not exceed the expenses which would have been payable if the spouse or child had travelled from the official's home. Not more than one payment shall be made to an official under this Article. This Article shall not apply to locally recruited officials as defined in Article 1.4 (b) (General Service category) and in Article 1.4 bis (National Professional Officers category).

## **ARTICLE 8.6**

### **Expenses upon Termination**

(b) Expenses under this Article shall not normally be paid to an official whose appointment is terminated in accordance with Article 11.12 & (Summary Dismissal), nor to an official who resigns before s/he completes one year of service....

## **Chapter XI. Discipline**

### **Article 11.1**

#### **Misconduct**

1. The Director may impose disciplinary measures on an official who is found to have engaged in misconduct.
2. For the purposes of this chapter, misconduct shall mean the failure by an official to comply with the Staff Regulations, the Financial Regulations, the Financial Rules or other relevant internal rules and procedures or to observe the standards of conduct required of an international civil servant.
3. Any disciplinary measure imposed on an official shall be proportionate to the nature and gravity of the misconduct.
4. No disciplinary measure shall be applied to an official without giving the official an opportunity to defend himself.
5. An official who is found to have engaged in misconduct may be required to reimburse the Centre for any financial losses suffered by it as a direct result of the official's misconduct.
6. An official whose conduct is a source of concern may be issued, by the Chief of the Human Resources Services or the Chief of Unit/Service concerned, with an oral or written warning informing them of the concerns and advising them that, if their conduct does not improve, disciplinary proceedings will be initiated against them. Such a warning shall be recorded on the official's personal file but shall not be considered as a formal disciplinary measure. A written warning will be removed from the official's personal file after two years if no disciplinary measures are applied to the official during that time.

### **Article 11.2**

#### **Disciplinary Committee**

1. The Director shall establish a Disciplinary Committee to assist during disciplinary proceedings in accordance with article 11.3 of these Regulations.
2. The Disciplinary Committee shall be composed of three members or their substitutes, who are nominated by the Director and all of whom are officials of grade P.5 or higher. The Committee shall elect a chairperson and establish its own procedure. A representative of the ILO Office of the Legal Adviser and the Chief of the Human Resources Services shall be ex officio members of the Committee with an advisory role. All members of the Disciplinary Committee shall be bound by strict standards of confidentiality during and after the disciplinary proceedings.
3. An official of the Human Resources Services designated by the Director shall serve as secretary of the Disciplinary Committee.
4. The Chairperson of the Disciplinary Committee may request information from any resource person whose expertise is deemed relevant, such as (but not limited to) external investigators or representatives of the Internal Auditor.
5. The Disciplinary Committee shall:
  - (a) assess whether misconduct has occurred, having regard to all the available documentation;

- (b) if it is satisfied that misconduct has occurred, determine its seriousness, in light of any aggravating or mitigating circumstances; and
- (c) deliver a reasoned opinion to the Director in the form of a report, setting out the Disciplinary Committee's recommendation as to any proposed disciplinary measure or measures that should be applied to the official concerned.

**Article 11.3**  
**Procedure for the application of  
disciplinary measures**

1. All disciplinary measures shall be imposed under the authority of the Director.
2. Officials who are subject to disciplinary proceedings may be assisted by a representative of the Staff Union or any other member of staff or former member of staff who is not a party to the proceedings.
3. When informed of facts liable to give rise to disciplinary action, the Director may decide to apply the disciplinary measure of a written censure without consulting the Disciplinary Committee. Should a more severe disciplinary measure be considered, the Director shall refer the case promptly to the Disciplinary Committee.
4. When a case is referred to the Disciplinary Committee, a letter of charges shall be prepared by the Human Resources Services in consultation with the ILO Office of the Legal Adviser and shall be communicated in duplicate to the official concerned together with all supporting documentation. The official shall initial and return to the Human Resources Services one copy of the letter within eight days of receiving it, adding to it any observations they may wish to make. The Human Resources Services shall forward the letter of charges together with the official's observations, if any, to the secretary of the Disciplinary Committee.
5. Except as otherwise decided by it, the Disciplinary Committee shall base its deliberations, without a hearing, on all available documentation, including the letter of charges and the official's observations, if any, and any advice from the ex officio members and other resource persons.
6. The Disciplinary Committee shall transmit its report and recommendations to the Director, together with the official's observations, within 20 working days of the date on which the official submitted their observations, provided that this time limit is commensurate with the complexity of the case.
7. Within ten working days of receiving the report of the Disciplinary Committee, the Director shall notify the official concerned of the proposed disciplinary measure, if any. The official shall initial and return one copy of the notification within eight days of receiving it, adding to it any observations the official may wish to make.
8. In the case of any disciplinary measure other than a written censure the official shall have the right to refer the matter to the Joint Advisory Appeals Board within one month of receiving the notification. Referral to the Joint Advisory Appeals Board may be waived with the agreement of the official concerned.
9. The decision to apply a disciplinary measure shall be communicated in duplicate to the official concerned, who shall initial and return one copy. If the official has referred the matter to the Joint Advisory Appeals Board, the decision to apply a disciplinary measure will be taken by the Director after the Board has made its recommendations. The official concerned shall be entitled to file a complaint against the decision to apply a disciplinary measure with the Administrative Tribunal of the International Labour Organization.
10. All information communicated or obtained at any stage of the disciplinary proceedings, or otherwise related to these proceedings, shall be considered strictly confidential, without prejudice to:
  - (a) the exchange of information among officials discharging statutory responsibilities under these Regulations;
  - (b) the exchange of information for the purposes of assisting the official in the disciplinary proceedings;
  - (c) the reporting requirements of the Organization.

**Article 11.4**  
**Disciplinary measures**

Disciplinary measures may take the form of one or more of the following:

- a written censure;
- withholding of an increment for a specified period;
- loss of one or more steps in grade;
- suspension without salary;

- a fine;
- demotion;
- dismissal;
- summary dismissal.

#### **Article 11.5**

##### **Written censure**

1. An official who is issued with a written censure shall initial and return one copy of it, adding to it any observations they may wish to make.

2. Three months after the application of the written censure, the Director may require the official's responsible chief to report on the official's conduct in the light of the censure. Such a report shall be communicated to the official, who shall initial and return it, adding to it any observations they may wish to make.

3. A written censure shall be removed from the official's personal file after three years if during that time no further disciplinary measures are applied to the official.

#### **Article 11.6**

##### **Withholding of an increment for a specified period**

The withholding of an increment shall mean that the official is not awarded an increment for a specified number of years. An increment which has been withheld in accordance with this provision may not be subsequently restored.

#### **Article 11.7**

##### **Loss of one or more steps in grade**

In the case of the loss of one or more steps, the official's level within the same grade shall be reduced by the number of steps specified in the disciplinary measure.

#### **Article 11.8**

##### **Suspension without salary**

An official who is suspended without salary shall not be permitted to serve for a specified period of time, which may not exceed three months. Such suspension shall be treated as special leave without salary in accordance with article 6.6(b) of the Staff Regulations. Family allowances paid under article 5.10 and 5.11 of the Staff Regulations and contributions to the Staff Health Insurance Fund in respect of the official concerned and their dependants will be maintained during the period of the suspension.

#### **Article 11.9**

##### **Fine**

A fine may not exceed three months of net salary, including post adjustment where applicable.

#### **Article 11.10**

##### **Demotion**

An official who is demoted will be placed in the grade immediately below their current grade, at the same step. Demotion may involve a transfer to duties and responsibilities attaching to such lower grade. The Director may specify a period of time during which the official will not be eligible for promotion.

#### **Article 11.11**

##### **Dismissal**

An official who is dismissed shall be given one month of notice or compensation in lieu of notice. The Director may grant such official an indemnity not exceeding one half of that payable under article 13.6 (a) of the Staff Regulations (Termination Indemnity).

**Article 11.12**  
**Summary dismissal**

An official who is summarily dismissed shall not be entitled to any notice of termination, nor to a termination indemnity or a repatriation grant in accordance with article 13.12, paragraph (a), and shall be banned from any future employment with the Organization.

**Article 11.13**  
**Administrative leave**

1. If the Director considers that the continuance in service of the official concerned pending the outcome of an investigation or until the completion of any disciplinary proceedings would prejudice the interests of the Centre, the official may be placed on administrative leave. Such action shall be without prejudice to the rights of the official.

2. Administrative leave may be with or without salary, provided that an official shall only be placed on administrative leave without salary in cases which appear to call for the disciplinary measure of summary dismissal or in exceptional circumstances. If the official is not summarily dismissed, any salary withheld shall be restored without delay. If the official is summarily dismissed, the dismissal may be made effective as from the date on which the official was placed on administrative leave. For the purposes of this article, "salary" shall mean salary and allowances, except for family allowances paid under article 5.10 and 5.11 of the Staff Regulations and contributions to the Staff Health Insurance Fund in respect of the official concerned and their dependants, which will be maintained during the period of the administrative leave.

3. An official placed on administrative leave shall be provided with a written statement containing the reason or reasons for such leave, their status during the leave, and its probable duration. The statement may also specify the conditions under which the official may have access to the Centre premises, equipment and documents.

4. Placement on administrative leave under this article shall not be considered as a disciplinary measure under article 11.4.

**Proposed salary scale and pay protection points (effective 1 January 2025)**

**A. Proposed salary scale for the Professional and higher categories showing annual gross salaries and net equivalents after application of staff assessment**

(United States dollars)		\$												
<i>Level</i>		<i>I</i>	<i>II</i>	<i>III</i>	<i>IV</i>	<i>V</i>	<i>VI</i>	<i>VII</i>	<i>VIII</i>	<i>IX</i>	<i>X</i>	<i>XI</i>	<i>XII</i>	<i>XIII</i>
D-2	Gross	171,094	174,964	178,835	182,709	186,585	190,456	194,326	198,202	202,071	205,942	-	-	-
	Net	128,422	130,976	133,531	136,088	138,646	141,201	143,755	146,313	148,867	151,422	-	-	-
D-1	Gross	152,417	155,817	159,223	162,626	166,015	169,420	172,820	176,215	179,620	183,017	186,417	189,812	193,215
	Net	116,095	118,339	120,587	122,833	125,070	127,317	129,561	131,802	134,049	136,291	138,535	140,776	143,022
P-5	Gross	131,486	134,214	136,944	139,667	142,397	145,120	147,851	150,612	153,506	156,395	159,291	162,177	165,076
	Net	101,540	103,450	105,361	107,267	109,178	111,084	112,996	114,904	116,814	118,721	120,632	122,537	124,450
P-4	Gross	107,389	110,020	112,653	115,283	117,914	120,546	123,181	125,813	128,444	131,071	133,709	136,334	138,967
	Net	84,672	86,514	88,357	90,198	92,040	93,882	95,727	97,569	99,411	101,250	103,096	104,934	106,777
P-3	Gross	87,779	90,022	92,267	94,508	96,754	98,996	101,346	103,784	106,219	108,653	111,094	113,529	115,966
	Net	70,212	71,917	73,623	75,326	77,033	78,737	80,442	82,149	83,853	85,557	87,266	88,970	90,676
P-2	Gross	67,978	69,983	71,988	73,995	76,004	78,012	80,022	82,022	84,030	86,037	88,043	90,055	92,059
	Net	55,163	56,687	58,211	59,736	61,263	62,789	64,317	65,837	67,363	68,888	70,413	71,942	73,465
P-1	Gross	52,163	53,867	55,570	57,274	58,975	60,682	62,382	64,087	65,789	67,495	69,196	70,897	72,603
	Net	43,144	44,439	45,733	47,028	48,321	49,618	50,910	52,206	53,500	54,796	56,089	57,382	58,678

Note: The normal qualifying period for in-grade movement between consecutive steps is one year. The shaded steps in each grade require two years of qualifying service at the preceding step.

**B. Proposed pay protection points for staff whose salaries are higher than the maximum salaries on the unified salary scale**

(United States dollars)

<i>Level</i>		<i>Pay protection point 1</i>	<i>Pay protection point 2</i>
P-4	Gross	141,603	144,236
	Net	108,622	110,465
P-3	Gross	118,400	120,833
	Net	92,380	94,083
P-2	Gross	94,064	-
	Net	74,989	-
P-1	Gross	74,304	-
	Net	59,971	-

**ANNEX H  
RULES FOR FILLING OF VACANCIES**

(...)

*Eligibility to Participate in Internal Competitions*

10. The procedure of internal competitions shall apply solely to established officials or to officials recruited under fixed-term contracts and who have completed their period of probation according to Article 2.1, taking into account the provisions of Article 2.2. Officials whose fixed-term appointment is linked to a specific ~~training~~ project of a fixed-term duration, of one year or more, shall not be eligible to participate in internal competitions. The Selection Committee may decide, exceptionally to waive this exclusion but may establish special requirements.

(...)

**ANNEX I  
ANNUAL APPRAISALS AND ADJUSTMENT OF SALARY OF STAFF WHOSE FIXED-  
TERM CONTRACT IS LINKED TO A SPECIFIC  
TRAINING PROJECT**

1. An appraisal shall be made by the responsible chief every 12 months on a fixed-term official whose contract is linked to the execution of a specific ~~training~~ project of a fixed-term duration, of one year or more. For this purpose the procedures set out in Article 7.4 of the Staff Regulations shall be followed.

2. The following rules shall apply to the adjustment of the salary of these officials:

(a) The salary of the official shall be increased by one increment attaching to his grade on each anniversary of the first day of the month in which s/he was appointed under the first of an uninterrupted series of contracts, including contract extensions, except in the cases referred to in (b), (c) and (d) below.

(b) Where an extension of contract or a new contract without break of service provides for the assignment of duties and responsibilities in a different grade, or for a regrading of the duties and responsibilities performed, the salary may be adjusted in the light of these changes at the time of the extension or the new contract takes effect. The assignment of duties and responsibilities in a different grade or a regrading of existing duties and responsibilities during the currency of a fixed-term contract shall be regarded as a new contract.

(c) Where, on extension of contract, on a new contract without break of service, or during the currency of a contract, an official is assigned to a different duty station but in the same grade, and the Director is satisfied that the official's responsibilities have thereby altered, the salary of the official may be changed by one or more increments attaching to his grade for the duration of the assignment.

(d) The Director may, in exceptional cases and once only in respect of an uninterrupted series of contracts, increase the salary of an official by one or more increments attaching to his grade on the occasion of an extension of contract, or on the anniversary of appointment, if the Director mconsiders that the salary of the official does not fully reflect his experience and qualifications.

(e) In the cases referred to in (b), (c) and (d) above, the salary of the official shall be increased by one increment attaching to his grade on each anniversary of the first day of the month in which the adjustment of salary provided for in these paragraphs was effected.

(f) If a fixed-term official is granted special leave without salary for one month or more, any adjustment of salary provided for under (a) or (e) above shall be retarded by a period corresponding to the number of completed months of absence.

(g) The foregoing provisions shall apply mutatis mutandis to officials in a grade the salary scale of which provides for biennial increments.