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PERSONNEL MATTERS

Report by the Director-General

Provides information on the recruitment strategy and its impact; on developments in the common system, consequent amendments to schedules and annexes to the staff regulations and amendments to the staff rules. Invites the Board to recommend to the General Conference the election of two members and two alternate members representing the UNIDO governing body on the Staff Pension Committee.

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I. INTRODUCTION

1. Reports under this agenda item customarily include a chapter on the composition of staff. While such information is indeed provided in chapter II of the present document, the text focuses on the recruitment strategy that resulted in the present staff composition, in terms of academic qualifications, gender balance and geographical distribution.

II. HUMAN RESOURCE MANAGEMENT— RECRUITMENT STRATEGY AND ITS IMPACT ON EDUCATION, GENDER AND GEOGRAPHICAL REPRESENTATION

2. As a result of the need to produce business results, UNIDO staff members are faced with increased expectations and are required to produce greater results, working more efficiently with less resources. In 2001 UNIDO's Human Resource Management Branch introduced the Human Resource Management Framework, which aimed to support UNIDO's effort to create a leaner institution that fosters management excellence and is accountable for achieving results determined by the Member States. UNIDO faced the critical task of renewing the professional excellence of its staff and bringing in new expertise which would enable the Organization to function effectively in developing and implementing programmes in UNIDO's areas of competence. In addition, UNIDO sought human resources which would adapt to a new and demanding environment characterized by growth of information

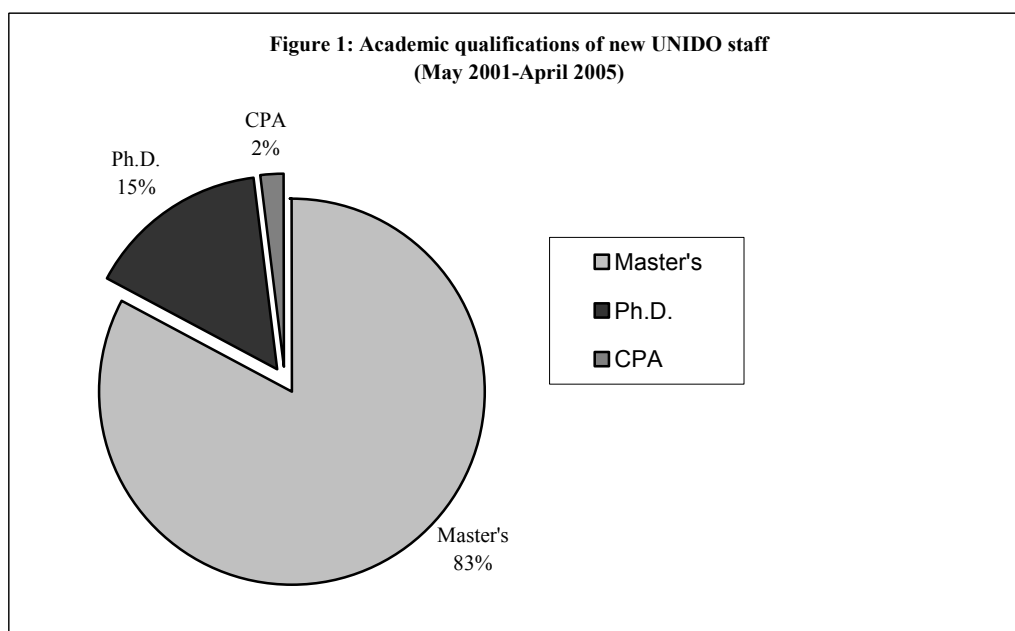
and knowledge, rapidly changing technology, and increasingly complex problems and emergencies.

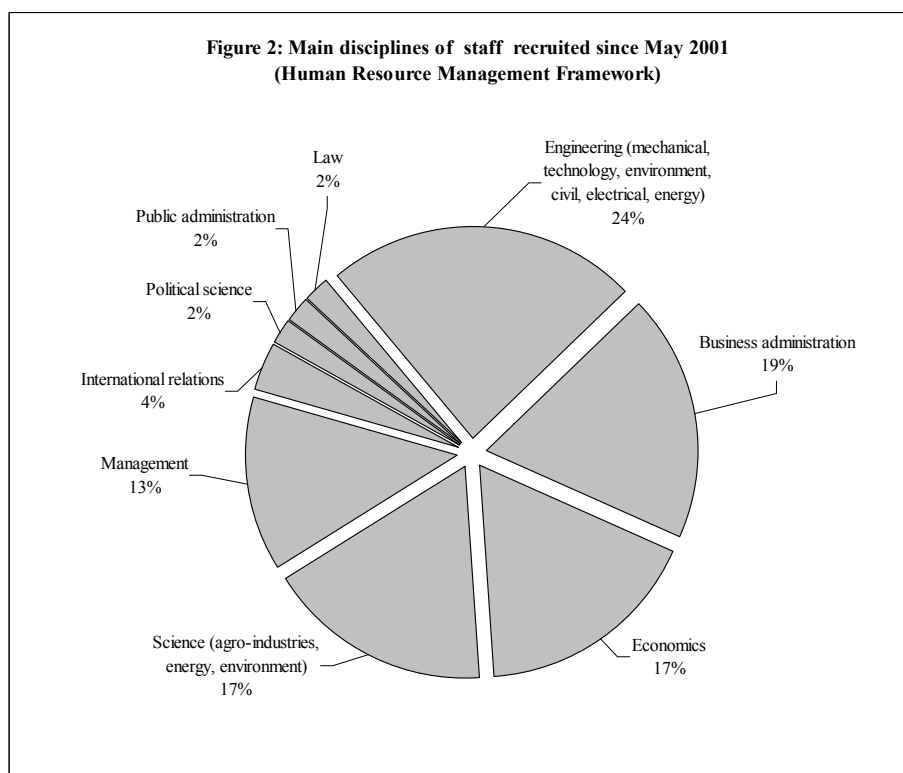
3. UNIDO introduced a recruitment strategy that aimed to attract candidates with an advanced level of university education in the areas of UNIDO's competences. The recruitment and selection strategies were also targeted to increase the number of women in the Professional category as well as the geographical representation in the Organization. This report highlights the results of UNIDO's efforts in these areas.

Education

4. Since the introduction of the Human Resource Management Framework, all newly-recruited staff have joined the Organization with an advanced-level university degree. As indicated in figure 1, 83 per cent had a Master's degree while 15 per cent had a Ph.D. as the highest level of academic qualification. A further 2 per cent had other professional qualifications such as certified public accounting.

5. In terms of educational specialization (figure 2) 24 per cent of newly-recruited staff were in the pure engineering field, 17 per cent in the scientific areas directly related to UNIDO's technical programmes, 19 per cent in business administration and 17 per cent in economics. The remaining 23 per cent were in relevant areas of management, public administration, international relations, political science and law.



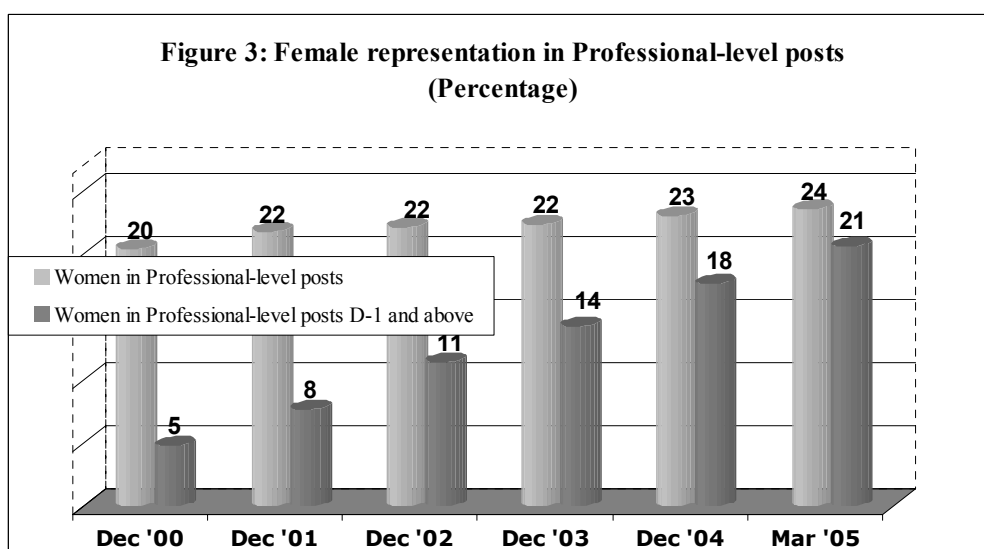


Gender and geographical balance

6. UNIDO subscribes to the principle of achieving gender and geographical balance. As a matter of policy, all vacancy announcements encourage the submission of applications from qualified women, particularly from countries that are under- or non-represented in UNIDO. In addition to the standard practice for issuing external vacancy announcements, UNIDO has also extended its advertising coverage to relevant focal points of different associations for professional women throughout the world.

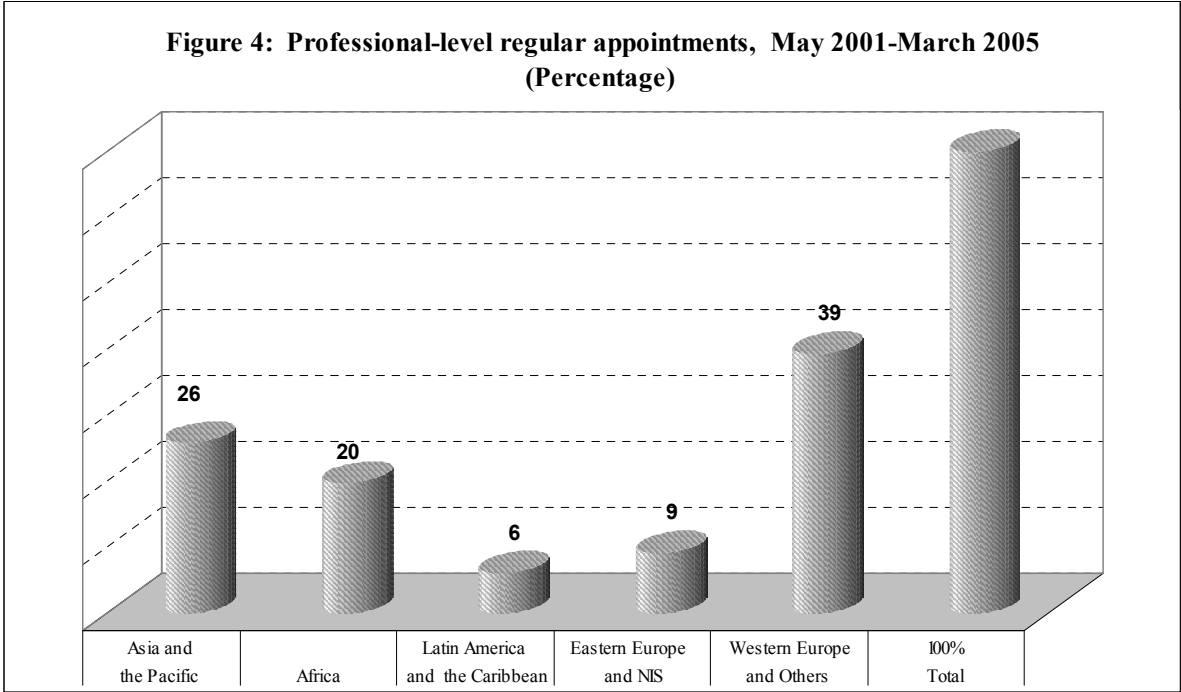
7. Notable results in improving both gender and geographical distribution in the Organization since the introduction of the Human Resource Management Framework are summarized below:

- Fifty per cent of the advertised senior-level posts (D-1 and above), were filled by women, resulting in an increase in female representation in senior-level positions from 5 to 21 per cent (figure 3);



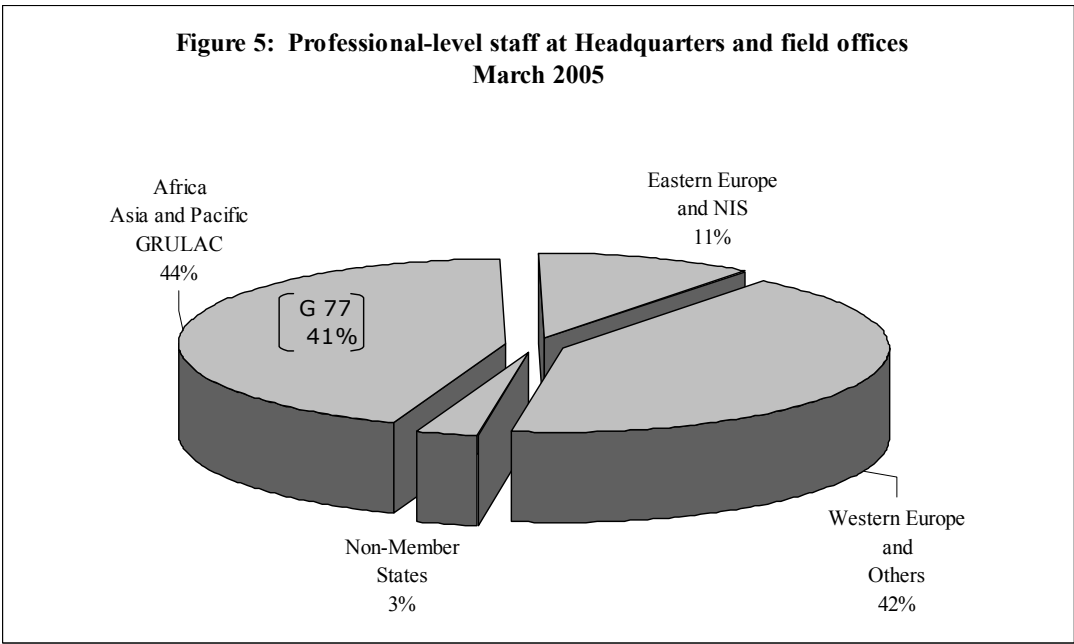
- Figure 4 shows the percentage of Professional-level regular appointments made during the period May 2001-March 2005. As will be noted,

Professional-level regular appointments were made from all regions;



- Figure 5 shows that the recruitment strategy adopted resulted by March 2005 in a broadly balanced regional representation of Professional-level staff at Headquarters and field offices, whereby 41 per cent are from the Group of 77

while 42 per cent are from Western Europe and Others. The share of staff from Eastern Europe and NIS amounts to 11 per cent.



Conclusion

8. UNIDO has continued to renew the professional excellence of its staff by bringing in new expertise, which enables the Organization to function effectively to provide programmes in UNIDO's areas of competence.

9. UNIDO's recruitment strategy remains relevant to the Organization's business requirements and has resulted in the entry of highly educated Professional-level staff in the technical areas of UNIDO's service modules as well as the increase in gender and geographical balance in non- and underrepresented countries.

III. COMMON SYSTEM DEVELOPMENTS

10. At its fifty-ninth session, the United Nations General Assembly considered the report of the International Civil Service Commission (ICSC) for 2004 (A/59/30) and adopted resolution 59/268 on the United Nations Common System. As stipulated in Article 11.5 of the UNIDO Constitution, "The conditions of staff shall conform as far as possible to those of the United Nations common system". In accordance with that principle, staff regulation 13.3 provides that the Director-General is authorized, within the budgetary level approved by the General Conference, to make appropriate amendments to the schedules and annexes to the staff regulations so as to bring them into conformity with any relevant decisions that may be taken by the General Assembly on the recommendation of ICSC.

Salary scales for the Professional and higher categories—amendment to schedule I of the staff regulations

11. The concept of the base/floor salary scale was introduced by the General Assembly in section I.H of its resolution A/RES/44/198 of 21 December 1989. The scale is set by reference to the salary scale of the comparator civil service (the federal civil service of the United States of America) in Washington, D.C. Periodic adjustments are made on the basis of a comparison of net base salaries of United Nations officials with the corresponding salaries of their counterparts in the United States federal civil service.

12. In view of the movement of federal civil service salaries in the United States as from 1 January 2004, an adjustment of the United Nations common system's scale of 1.88 per cent was necessary in 2005 in order to maintain the base/floor scale in line with the comparator's general schedule salary scale. Thus ICSC recommended and the General Assembly approved that the base/floor salary scale for the Professional and

higher categories be adjusted by 1.88 per cent on a no-loss/no-gain basis by consolidating 1.88 per cent of post adjustment into the scale. The adjustment was effective 1 January 2005. In order to implement the no-loss/no-gain procedure, ICSC promulgated effective 1 January 2005 revised post adjustment rates so that the monthly net staff remuneration remains unchanged. The revised scale entails an increase in the mobility and hardship allowances and the repatriation grant paid to eligible staff as the net base salary scale is used to determine these payments.

13. The revised scale is contained in annex I to the present document.

Annex II to the staff regulations—amounts of education grant and special education grant

14. Based on the approved methodology for the determination of the levels of the education grant and following an analysis of expenditure data for the academic year 2002/2003, the General Assembly approved the recommendation of ICSC to increase the maximum reimbursement levels in 15 countries/currency areas, as well as other adjustments to the management of expenses under the education grant as contained in paragraph 166 of the Commission's report for 2004 (A/59/30 (vol. I)). The new rates are effective from the school year in progress on 1 January 2005. The currency areas where increases were approved are as follows: Austria (euro), Belgium (euro), Denmark (krone), France (euro), Germany (euro), Ireland (euro), Italy (euro), Japan (yen), Netherlands (euro), Spain (euro), Sweden (krona), Switzerland (Swiss franc), United Kingdom (pound sterling), United States dollar in the United States and the United States dollar outside the United States. The relevant amendments to annex II to the staff regulations are shown in annex II to the present document. Deletions are contained in square brackets and amendments are underlined.

IV. MATTERS RELATED TO THE STAFF RULES

Professional scales

15. **Appendix C to the staff rules.** In accordance with Article 54 (b) of the regulations of the United Nations Joint Staff Pension Fund, the scale of pensionable remuneration for the Professional and higher categories should be adjusted on the same date as the net remuneration of officials serving in New York. In accordance with this provision, ICSC promulgated revised scales of pensionable remuneration effective 1 September 2004. These were promulgated in appendix C to the staff rules and are contained in annex III to the present document.

16. **Appendix E to the staff rules.** The adjustments in the education grant, as reported above, payable to eligible staff are contained in appendix E to the staff rules, which is reproduced in annex IV to the present document. Deletions are contained in square brackets and amendments are underlined.

17. **Staff rule 107.03, appendices F and G to the staff rules.** The entitlement to home leave which applies to internationally recruited staff was reviewed and the conditions for its utilization have been streamlined and updated, thus providing flexibility and taking account of exigencies of the service and the personal circumstances of eligible staff members. The amendments introduced dealt with questions that often arise, such as the time that eligible staff may take the entitlement during the home leave cycle and the period of time spent in the country of home leave. The amendments introduced in staff rule 107.03 and appendices F and G to the staff rules are contained in annex V to the present document. The changes are underlined and deletions are shown in square brackets.

Financial implications

18. The financial implications of the adjustments reported in relation to the remuneration elements of the Professional and higher categories amount to €304,700 for the biennium 2004-2005. The additional costs are covered by the provision of cost increases included in UNIDO's approved programme and budget estimates for the 2004-2005 biennium.

V. REPRESENTATION OF THE UNIDO GOVERNING BODY ON THE UNIDO STAFF PENSION COMMITTEE

19. The UNIDO Staff Pension Committee established by the General Conference (GC.1/Dec.37) held two meetings from 1 January 2004 to 31 March 2005.

20. The representatives of the General Conference appointed by decisions GC.10/Dec.20 and IDB.29/Dec.8, presently holding office for the period ending on 31 December 2005 are:

Members:	Mrs. Vesna Vuković (Croatia)
	Mr. Tanmaya Lal (India)
Alternate	Mr. Sergio Olmos (Bolivia)
Members:	Mr. David Best (Switzerland)

21. The General Conference at its eleventh session will be invited to elect two members and two alternate members as its representatives for the following two-year term ending December 2007. In considering its recommendation of candidates to the Conference, in the interest of continuity, the Board may wish to recommend at least one person who has served previously on the Committee.

VI. ACTION REQUIRED BY THE BOARD

22. The Board may wish to consider the adoption of the following draft decision:

“The Industrial Development Board:

“(a) Takes note of the information contained in document IDB.30/15;

“(b) Notes the amendments made in pursuance of staff regulation 13.3 to schedule I and annex II of the staff regulations in order to bring them into conformity with the decision of the General Assembly set out in resolution 59/268;

“(c) Further notes the amendments to staff rule 107.03 and appendices C, E, F and G to the staff rules;

“(d) Recommends to the General Conference the following candidates for the election of two members and two alternate members of the UNIDO Staff Pension Committee for the biennium 2006-2007:

“Members: (country)
 (country)

“Alternate (country)
 Members: (country).”

Annex I
SCHEDULE I
SALARY SCALES FOR THE PROFESSIONAL AND HIGHER CATEGORIES
SHOWING ANNUAL GROSS SALARIES AND THE NET EQUIVALENTS AFTER APPLICATION
OF STAFF ASSESSMENT
(United States dollars)
Effective 1 January 2005

		STEPS														
LEVEL		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Director																
D-2	Gross	141 974	145 065	148 156	151 248	154 340	157 431									
	Net D	98 224	100 140	102 057	103 974	105 891	107 807									
	Net S	90 236	91 854	93 466	95 072	96 674	98 269									
Principal Officer																
D-1	Gross	129 405	132 119	134 832	137 547	140 261	142 974	145 689	148 403	151 116						
	Net D	90 431	92 114	93 796	95 479	97 162	98 844	100 527	102 210	103 892						
	Net S	83 587	85 050	86 509	87 965	89 418	90 867	92 312	93 755	95 194						
Senior Officer																
P-5	Gross	106 368	108 679	110 987	113 295	115 605	117 913	120 223	122 532	124 842	127 150	129 458	131 768	134 077		
	Net D	76 148	77 581	79 012	80 443	81 875	83 306	84 738	86 170	87 602	89 033	90 464	91 896	93 328		
	Net S	70 742	72 014	73 282	74 550	75 815	77 077	78 338	79 596	80 852	82 106	83 358	84 607	85 855		
First Officer																
P-4	Gross	86 211	88 303	90 423	92 650	94 879	97 106	99 335	101 563	103 792	106 018	108 247	110 474	112 703	114 931	117 160
	Net D	63 499	64 880	66 262	67 643	69 025	70 406	71 788	73 169	74 551	75 931	77 313	78 694	80 076	81 457	82 839
	Net S	59 132	60 390	61 647	62 901	64 155	65 407	66 659	67 909	69 157	70 405	71 651	72 896	74 140	75 383	76 625
Second Officer																
P-3	Gross	69 779	71 715	73 656	75 589	77 530	79 467	81 402	83 342	85 280	87 217	89 156	91 161	93 226	95 287	97 350
	Net D	52 654	53 932	55 213	56 489	57 770	59 048	60 325	61 606	62 885	64 163	65 443	66 720	68 000	69 278	70 557
	Net S	49 149	50 325	51 503	52 678	53 856	55 030	56 206	57 383	58 558	59 734	60 906	62 079	63 250	64 422	65 594
Associate Officer																
P-2	Gross	56 465	58 056	59 643	61 344	63 077	64 809	66 542	68 273	70 008	71 742	73 473	75 209			
	Net D	43 655	44 800	45 943	47 087	48 231	49 374	50 518	51 660	52 805	53 950	55 092	56 238			
	Net S	40 947	41 985	43 020	44 057	45 092	46 130	47 184	48 234	49 289	50 341	51 392	52 447			
Assistant Officer																
P-1	Gross	43 831	45 358	46 883	48 413	49 938	51 464	52 992	54 519	56 043	57 571					
	Net D	34 558	35 658	36 756	37 857	38 955	40 054	41 154	42 254	43 351	44 451					
	Net S	32 599	33 612	34 625	35 638	36 650	37 662	38 676	39 676	40 672	41 668					

D = Rate applicable to staff members with a dependent spouse or child
S = Rate applicable to staff members with no dependent spouse or child

Annex II**ANNEX II TO THE STAFF REGULATIONS****AMOUNTS OF EDUCATION GRANT AND SPECIAL EDUCATION GRANT****Regulation 6.10 (a)**

The amount of the grant for each child per scholastic year shall be 75 per cent of the first US\$ [14,820] 17,189 (US\$ [25,743] 28,832 for attendance at an educational institution in the United States of America) of admissible educational expenses, up to a maximum grant of US\$ [11,115] 12,892 (US\$ [19,307] 21,624 in the United States). For staff serving at duty stations where educational facilities are not available or are deemed inadequate, as determined by the International Civil Service Commission, the amount of the grant in respect of primary and secondary education shall be 100 per cent of boarding costs up to US\$ 5,235 (US\$ 7,113 in the United States) plus 75 per cent of admissible costs of attendance up to US\$ [14,820] 17,189 (US\$ [25,743] 28,832 in the United States) per year, with a maximum grant of US\$ [16,350] 18,127 (US\$ [26,420] 28,737 in the United States) per year. However, in areas where the above-mentioned expenses are incurred in specific currencies, the maximum amounts of admissible expenses expressed in these currencies shall be those set by the International Civil Service Commission.

Regulation 6.10 (b)

The amount of the grant for each disabled child per year shall be the equivalent of the educational expenses actually incurred, up to a maximum of US\$ [14,820] 17,189 (US\$ [25,743] 28,832 in the United States). However, in areas where the above-mentioned expenses are incurred in specific currencies, the maximum amounts of admissible expenses expressed in these currencies shall be those set by the International Civil Service Commission.

Annex III
Appendix C (100 Series)
SCALE OF PENSIONABLE REMUNERATION FOR THE PROFESSIONAL AND HIGHER CATEGORIES
(For purposes of pension benefits and pension contributions)
(In United States dollars)
Effective 1 September 2004

S T E P S															
LEVEL	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
D-2	189 791	194 106	198 418	202 727	207 040	211 351									
D-1	172 507	176 045	179 581	183 112	186 650	190 363	194 154	197 944	201 728						
P-5	143 546	146 554	149 562	152 573	155 581	158 588	161 596	164 608	167 614	170 622	173 632	176 647	179 872		
P-4	117 172	120 073	122 966	125 861	128 763	131 656	134 553	137 452	140 347	143 241	146 136	149 042	151 934	154 831	157 730
P-3	96 302	98 762	101 220	103 674	106 135	108 592	111 049	113 511	116 084	118 773	121 459	124 145	126 833	129 519	132 208
P-2	79 006	81 209	83 404	85 603	87 801	90 000	92 198	94 393	96 595	98 793	100 990	103 190			
P-1	61 521	63 640	65 750	67 862	69 976	72 086	74 203	76 313	78 246	80 539					

Annex IVAppendix E

EDUCATION GRANT

Definitions No changePayment of the grant

(b) The education grant provided for under staff regulation 6.10 (a) shall be payable in respect of each child as set out below. However, for expenses incurred in specific currencies as determined by the International Civil Service Commission, the maximum amounts mentioned in all paragraphs below shall be established in those currencies. This includes the US dollar amount for attendance at an educational institution in the United States of America.

- (i) In the case of attendance at an educational institution outside the duty station, the amount of the grant shall be:
 - (A) Where the institution provides board (food and lodging) for the child, 75 per cent of the cost of attendance and board up to US\$ [14,820] 17,189 per year (US\$ [25,743] 28,832 in the United States), with a maximum grant of US\$ [11,115] 12,892 (US\$ [19,307] 21,624 in the United States) a year;
 - (B) Where the institution does not provide board, US\$ 3,490 (US\$ 4,742 in the United States) plus 75 per cent of the cost of attendance up to US\$ [10,167] 12,536 (US\$ [19,420] 22,509 in the United States) per year, with a maximum grant of US\$ [11,115] 12,892 (US\$ [19,307] 21,624 in the United States) a year.
- (ii) In the case of attendance at an educational institution at the duty station:
 - (A) The amount of the grant shall be 75 per cent of the cost of attendance, up to US\$ [14,820] 17,189 (US\$ [25,743] 28,832 in the United States) per year, with a maximum grant of US\$ [11,115] 12,892 (US\$ [19,307] 21,624 in the United States) a year;
 - (B) Where such an educational institution is located beyond commuting distance from the area where the staff member is serving and, in the opinion of the Director-General, no suitable educational facilities exist in that area, the amount of the grant shall be calculated at the same rates as specified in subparagraph (i) above.
- (iii) No change
- (iv) For staff members serving at duty stations where educational facilities are not available or are deemed inadequate, as determined by the International Civil Service Commission, the amount of the grant in respect of primary and secondary education shall be 100 per cent of boarding costs up to US\$ 5,235 (US\$ 7,113 in the United States) plus 75 per cent of the admissible costs of attendance up to US\$ [14,820] 17,189 (US\$ [25,743] 28,832 in the United States) per year, with a maximum grant of US\$ [16,350] 18,127 (US\$ [26,420] 28,737 in the United States) a year.
- (c) No change
- (d) No change
- (e) No change
- (f) No change
- (g) No change

Tuition of the mother tongue

(h) An education grant may be provided to a staff member serving in a country with a national language different from his or her mother tongue who is obliged to pay tuition for the teaching of the mother tongue to a dependent child attending a local school in which the instruction is given in a language other than his or her own. The Director-General will decide in each case whether the education grant shall be paid for the tuition of the mother tongue. The maximum reimbursable amounts for teaching of the mother tongue within the overall maximum of US\$ [11,115] 12,892 (US\$ [19,307] 21,624 in the United States) will be published and updated regularly.

Advances against the education grant

- (i) No change

Travel

- (j) No change
- (k) No change

Claims

- (l) No change

Special education grant for disabled children

- (m) No change

(n) The amount of the grant shall be 100 per cent of the admissible educational expenses actually incurred up to a maximum grant of US\$ [14,820] 17,189 (US\$ [25,743] 28,832 in the United States) per year. If the disabled child is eligible for the regular education grant, the claim shall be made in the first instance against the regular education grant, and reimbursement under the special education grant will be made only in respect of educational expenses incurred for the necessary special teaching or training. The combined total amount payable under the two types of grant shall not exceed US\$ [14,820] 17,189 (US\$ [25,743] 28,832 in the United States) per year. "Educational expenses" reimbursable under the special education grant shall consist of the expenses incurred to provide an educational programme designed to meet the needs of the disabled child in order that he or she may attain the highest possible level of functional ability. Other costs or fees directly related to the educational programme that are not optional or related to an extracurricular activity may be included in the educational expenses, but not school supplies, uniforms, insurance, donations and contributions or similar charges. If full board (accommodation and meals) is provided for a disabled child attending an educational institution at the duty station, the boarding expenses shall not be reimbursable unless it is medically certified that the full-time boarding in the institution is an integral part of the educational programme. Expenses for equipment shall also be reimbursed, if not otherwise covered under health insurance, up to a maximum of US\$ 1,000 per year within the overall maximum of US\$ [14,820] 17,189 (US\$ [25,743] 28,832 in the United States) per year.

- (o) No change
- (p) No change
- (q) No change
- (r) No change

Currency of reimbursement

- (s) No change

Annex V

Rule 107.03

HOME LEAVE

(a) Staff members who are regarded as internationally recruited under rule 103.07 and who are serving outside their home country shall be entitled once in each two-year period [every two years] of qualifying service to visit their home country at the Organization's expense in order to spend in that country a substantial period of annual leave. Such leave, referred to in the Staff Regulations and the Staff Rules as home leave, is granted to eligible staff members for the purpose of enabling them to maintain effective association with the culture of their home country, to keep up their professional interests and to renew their family and personal ties therein.

(b) No change

(c) No change

Appendix F

HOME LEAVE

(a) No change

(b) No change

(c) The first home leave shall fall due after the eligible staff member has completed two years of service [in the second calendar year after the one in which the staff member was appointed or in which he or she became eligible for home leave]. Staff members appointed under the 100 series Staff Rules shall not be entitled to the first home leave until they have fulfilled the requirement of the period of probationary service. Subsequently, staff members may take home leave at any time during the two-year period of service in which it falls due provided the conditions under paragraph (a) are met.

(d) No change

(e) No change

[(f) In exceptional circumstances, a staff member may be granted advanced home leave provided that, in the case of the first home leave, not less than 12 months of qualifying service has been completed and that, in the case of subsequent home leaves, not less than 12 months of qualifying service has elapsed since the date of return from the last home leave. The granting of advanced home leave shall not advance the calendar year in which the next home leave falls due.]

[(g) Except as provided hereunder, a staff member who delays taking his or her home leave beyond the calendar year in which it falls due shall not be entitled to take his or her next home leave until the second succeeding calendar year after the year in which the delayed home leave takes place. If, in the opinion of the Director-General, the delay is due to exceptional circumstances arising from the exigencies of the service, the staff member may be authorized to take the delayed home leave without altering his or her regular cycle of home leave, provided that not less than 12 months of qualifying service has elapsed between the staff member's return from the delayed home leave and the date of departure of the next home leave.]

[(h)] (f) Staff members may be required to take their home leave in conjunction with travel on official business or change of official duty station, due regard being paid to the interests of the staff members and their families.

[(i)] (g) If both husband and wife are staff members entitled to home leave, each of them shall have the choice of exercising his or her own home leave entitlement or of accompanying the spouse. Their dependent children, if any, may accompany either parent. The frequency of travel shall not exceed once in every two years with regard both to staff members and to their dependent children.

[(j)] (h) Staff members travelling on approved home leave shall be entitled to claim, in respect of the home leave travel, travel time and expenses for themselves and their eligible family members for the outward and return journeys between the official duty station and the place of home leave.

[(k)] (i) Staff members travelling on approved home leave shall be required to spend a substantial period of annual leave in their home country. The Director-General may request a staff member, on return from home leave, to furnish satisfactory evidence that this requirement has been met.

[(l)] (j) Eligible staff members who serve at duty stations designated by the International Civil Service Commission as having very difficult conditions of life and work shall be granted home leave once in every 12 months. In such cases, the periods of qualifying service and the expected duration of continuous service specified in paragraph[s] (a)(ii)[, (f) and (g)] above shall be reduced by half.

[(m)] (k) With respect to home leave authorized under the provisions of paragraph [(l)] (j) above, while every second such leave must be spent in the home country, a staff member may travel on alternate home leave to a country other than his or her home country. In such cases, the staff member shall be paid travel expenses and granted travel time up to the amounts to which he or she would have been entitled had he or she travelled to his or her place of home leave.

(l) With respect to home leave authorized for eligible staff members who serve at a 24-month home leave duty station, while every second such leave must be spent in the home country, a staff member may travel on alternate home leave to a country other than his or her home country when a parent or a child of the staff member resides in that other country or where the spouse is a national of that country. In such cases, the staff member shall be paid travel expenses and granted travel time up to the amounts to which he or she would have been entitled had he or she travelled to his or her place of home leave.

(m) With respect to home leave authorized for eligible staff members who serve at a 12- or 24-month home leave duty station, travel may be authorized to a country other than the home country for security reasons under conditions to be established by the Director-General.

Appendix G

Special arrangements for travel on appointment, change of duty station, education grant, home leave, family visit and repatriation travel

(r) As an alternative to the travel arrangements described in paragraphs (d) to (j) above, for authorized travel on appointment, change of duty station, education grant, home leave, family visit and repatriation a staff member may request payment of an amount equivalent to 75 per cent of the cost of the full economy-class fare, by the least costly regularly scheduled air carrier on the most direct and economical route between the airport closest to the place of departure and the destination. For children entitled to student or youth fare tickets, the lump-sum amount will be equivalent to 75 per cent of the applicable reduced fare. A staff member availing himself or herself of such an arrangement shall be free to make his or her own travel arrangements, without restriction on the choice of travel agent or mode, route and standard of travel. This arrangement is deemed to cover all other entitlements relating to the specific travel, including any surface travel. By selecting this option, staff members will agree to waive all other entitlements in respect of that travel contained in the Staff Rules and will not be entitled to any further amount for transportation, rest stopovers, terminal expenses, accompanied excess baggage and unaccompanied shipments, or for other incidental expenses. In the case of appointment and repatriation, staff members will be entitled to unaccompanied shipments or removal, as applicable, under appendix H to the Staff Rules. Staff members will be covered by the provisions of appendix D to the Staff Rules if the travel is via the most direct route to and from the authorized places of departure and destination. For children studying outside the staff member's home country, the cost of the lump-sum education grant travel must not exceed the costs of such lump-sum travel to or from the nearest airport to the established place of home leave. With respect to home leave travel, the staff member is required to submit proof that he or she as well as eligible family members spent a minimum of seven consecutive calendar days, excluding authorized travel time, in the country authorized for home leave. The staff member may be required to submit proof that he or she as well as eligible family members spent a minimum of 14 days in the country authorized for [home leave or] family visit and at the duty station for education grant travel.