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Personnel matters

Personnel matters

Report by the Director-General

Provides information on personnel-related matters in the Secretariat, amendments to schedule I and annexes to the staff regulations and to appendix E to the staff rules.

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I. Developments on personnel-related matters

1. In document IDB.32/10, the Secretariat reported on the introduction of the field mobility policy, the various actions taken to fill vacancies at Headquarters and in the field, and on the introduction of an improved method of assessment of candidates for posts in the Secretariat.

2. The Organization continued to strengthen its field presence by ensuring that vacancies in field offices are filled in a timely manner by staff members with requisite qualifications and experience. The UNIDO Representative and Head of Regional Office was appointed in China and UNIDO Representatives were selected for Algeria, Cameroon, Guinea, Indonesia, Iran (Islamic Republic of), Madagascar, Pakistan and Viet Nam. With these selections the number of Professional staff members assigned for field service as at end of March 2007 is 34 as compared to 22 in February 2006. In order to ensure effective career development and cross fertilization of knowledge and experience the Organization has also reassigned some Professional staff members from the field to positions in Headquarters.

3. Information sharing and teamwork are, inter alia, key elements of the management policy pursued by the Organization. To this end, a number of initiatives were implemented in the area of internal communication. In addition to communicating directly with staff on policy and management issues through the normal administrative channels, the Director-General has adopted a practice of periodic communication to staff by e-mail, through his participation in branch meetings as well as periodic meetings with staff at large. The Director-General met with staff at large on two occasions in the period between October 2006 and March 2007.

4. Another initiative introduced was the "Dialogue with the Director-General" in which randomly selected staff members met with the Director-General with no set agenda but to provide feedback and discuss any issue of their choosing. Two such meetings were held in October 2006 and March 2007 respectively. The feedback received has been positive and the inputs have provided valuable information for decision-making.

5. Following the general thrust of the recommendations of the Secretary-General's High-level Panel on United Nations System-wide Coherence, which included recommendations on staff training, the Organization undertook a systematic learning needs analysis of its staff. Based on this analysis a comprehensive learning programme was approved. The greater share of the learning budget was devoted to upgrading technical competencies of the staff.

6. In addition, in order to promote knowledge sharing and a culture of continuous learning, the Programme Development and Technical Cooperation Division (PTC) institutionalized periodic thematic lectures whereby staff share their expertise with their peers. Five such lectures will have been implemented during the reporting period between November 2006 and June 2007.

7. In order to strengthen managerial competencies, the Organization is organizing a leadership and management development programme. The objective is, inter alia, to train managers and supervisors on managerial competencies associated with successful leadership roles such as strategic thinking, problem solving, performance

management, decision-making, team leadership, communication and change management. Two workshops will be held in May and June 2007 in which 50 staff members who exercise managerial functions will participate.

8. The instrumental role of support staff in field duty stations in delivering efficient programme support was recognized. Accordingly, the Director-General constituted a small team from the Human Resource Management Branch, Financial Services Branch and Information and Communication Management Services who undertook missions to China, Ethiopia and India. The objective was to identify challenges facing support staff in the field as well as to assess their training needs. The resultant recommendations from these missions are being implemented, and this includes comprehensive training for support staff from regional and country offices, which will be organized in May and June 2007 respectively.

9. As part of its efforts to promote a culture of meritocracy, the Organization recognized a total of 26 staff in the individual and team awards categories during the fortieth anniversary ceremony in December 2006. Another 27 staff members in the General Service and Professional and higher categories were also rewarded under the regular merit award scheme for outstanding performance.

II. Common system developments

10. On the recommendation of the International Civil Service Commission (ICSC), the General Assembly adopted resolution 61/239 of 22 December 2006 relating to personnel questions and affecting conditions of service of staff, which have an impact on all organizations in the United Nations common system, including UNIDO. With effect from 1 January 2007 the General Assembly approved a revised base/floor scale of gross and net salaries for staff in the Professional and higher categories. The revised base/floor salary scale was implemented on a “no loss/no gain” basis in conjunction with the consolidation of 4.57 per cent of post adjustment into the base/floor salary scale.

11. In accordance with Article XIII, staff regulation 13.3, the Director-General is authorized, within the budgetary level approved by the General Conference, to make the 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 of the United Nations on recommendation of the ICSC.

12. The revised base/floor salary scale for staff in the Professional and higher categories is contained in annex I to the present document.

13. The new scale will result in some gains under the different elements of the end-of-service benefits of eligible staff. The costs of separation payments (repatriation grant, termination indemnity and death grant, as applicable) will increase for staff in the Professional and higher categories that separate from the Organization as of 1 January 2007.

14. The financial implications of the consolidation of 4.57 per cent of post adjustment into base salaries with effect from January 2007, amount to €37,900 for the year 2007. The increases are covered under the budgetary provisions of the approved biennium budget, 2006-2007.

Dependency allowance – Annex I to the staff regulations

15. The General Assembly, in its resolution 61/239 of 22 December 2006, further approved the recommendations presented by the ICSC in its thirty-second annual report, in respect of children's allowance and the secondary dependant's allowance of staff members in the Professional and higher categories. Namely, for staff members who became eligible to receive dependency allowance on or after 1 January 2007, the amounts of \$1,780 per annum and \$637 per annum for children and secondary dependant allowances respectively. These amounts are lower than those applicable to eligible staff in receipt of the allowance prior to 1 January 2007. The amendments introduced to annex I to the staff regulations are attached as annex II to the present document. The amendments are underlined.

Amounts of education grant and special education grant – Annex II to the staff regulations

16. The General Assembly approved revised amounts of the education grant in six countries/certain currency areas and for staff serving at duty stations where educational facilities are not available or are deemed inadequate, as determined by the International Civil Service Commission as from the school year in progress on 1 January 2007.

17. The cost implications to UNIDO of the revised maximum reimbursement levels for education grant payments are estimated at €48,500 for 2007. These costs can be absorbed under the budgetary provisions of the approved programme and budgets for 2006-2007. The relevant amendments to annex II to the staff regulations are shown in annex III to the present document. Deletions are shown in square brackets and amendments are underlined.

III. Matters related to the staff rules

18. Appendix E to the staff rules. Appendix E to the staff rules showing the revised amounts of the education grant, as reported above, is contained in annex IV to the present document. The United Nations General Assembly also approved the recommendation of ICSC that the eligibility period for the education grant continues up to the end of the school year in which the child completes four years of post-secondary studies even if a degree has been attained after three years. Students will continue to be subject to the age limit of 25 years. Deletions are contained in square brackets and amendments are underlined.

IV. Representation of the UNIDO Governing Body on the UNIDO Staff Pension Committee

19. By decision GC.1/Dec.37 the General Conference accepted the regulations of the United Nations Joint Staff Pension Fund and established the UNIDO Staff Pension Committee. The UNIDO Staff Pension Committee held four meetings in 2006 and one meeting during the period January to March 2007.

20. In decision GC.11/Dec.19 the Conference elected the two members and two alternate members of the UNIDO Staff Pension Committee for the biennium 2006-2007. The Board may wish to recommend to the Conference at its twelfth session candidates for elections to the Committee for the biennium 2008-2009.

V. Actions required by the Board

21. 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.33/18;

“(b) Takes note of the amendments made in pursuance of staff regulation 13.3 to Schedule I and annexes I and II of the staff regulations in order to bring them into conformity with the decision of the General Assembly set out in resolution 61/239;

“(c) Further notes the amendment to appendix E 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 2008-2009

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 (in United States dollars)

Effective 1 January 2007

LEVEL	STEPS														
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Director															
D-2 Gross	138 549	141 494	144 443	147 391	150 354	153 437									
Net D	102 713	104 716	106 721	108 726	110 730	112 734									
Net S	94 360	96 052	97 737	99 417	101 092	102 760									
Principal Officer															
D-1 Gross	126 565	129 153	131 738	134 326	136 915	139 501	142 090	144 678	147 265						
Net D	94 564	96 324	98 082	99 842	101 602	103 361	105 121	106 881	108 640						
Net S	87 407	88 937	90 462	91 985	93 504	95 020	96 531	98 040	99 544						
Senior Officer															
P-5 Gross	104 600	106 803	109 004	111 204	113 407	115 607	117 810	120 012	122 213	124 415	126 615	128 818	131 019		
Net D	79 628	81 126	82 623	84 119	85 617	87 113	88 611	90 108	91 605	93 102	94 598	96 096	97 593		
Net S	73 975	75 305	76 631	77 957	79 280	80 599	81 918	83 234	84 547	85 858	87 167	88 474	89 779		
First Officer															
P-4 Gross	85 974	87 979	89 986	91 992	93 999	96 006	98 013	100 019	102 144	104 266	106 391	108 515	110 640	112 765	114 890
Net D	66 401	67 845	69 290	70 734	72 179	73 624	75 069	76 513	77 958	79 401	80 846	82 290	83 735	85 180	86 625
Net S	61 834	63 150	64 464	65 776	67 087	68 396	69 705	71 012	72 317	73 623	74 925	76 227	77 528	78 828	80 127
Second Officer															
P-3 Gross	70 222	72 079	73 939	75 793	77 653	79 508	81 364	83 224	85 082	86 938	88 797	90 651	92 511	94 367	96 224
Net D	55 060	56 397	57 736	59 071	60 410	61 746	63 082	64 421	65 759	67 095	68 434	69 769	71 108	72 444	73 781
Net S	51 395	52 625	53 857	55 085	56 317	57 545	58 775	60 005	61 234	62 464	63 689	64 916	66 141	67 366	68 592
Associate Officer															
P-2 Gross	57 153	58 815	60 476	62 138	63 799	65 458	67 121	68 779	70 442	72 106	73 764	75 428			
Net D	45 650	46 847	48 043	49 239	50 435	51 630	52 827	54 021	55 218	56 416	57 610	58 808			
Net S	42 818	43 904	44 986	46 070	47 153	48 238	49 340	50 438	51 542	52 642	53 741	54 844			
Assistant Officer															
P-1 Gross	44 614	46 035	47 452	48 873	50 326	51 922	53 521	55 118	56 711	58 308					
Net D	36 137	37 288	38 436	39 587	40 735	41 884	43 035	44 185	45 332	46 482					
Net S	34 089	35 148	36 207	37 267	38 325	39 383	40 443	41 489	42 531	43 572					

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 I

Dependency allowances

Regulation 6.9

A. Staff members whose salary rates are set forth in schedule I of the present regulations shall be entitled to receive dependency allowances as follows:

(a) Children's allowance / disabled child allowance

For eligible staff members in receipt of the allowance

prior to 1 January 2007 US\$1,936/3,872 per annum

For staff members who became eligible to the

allowance on or after 1 January 2007 US\$1,780/3,560 per annum

(b) Secondary dependant's allowance

For eligible staff members in receipt of the allowance

prior to 1 January 2007 US\$693 per annum

For staff members who became eligible to the

allowance on or after 1 January 2007..... US\$637 per annum

(i) At US\$ 1,936/1,780 per year for each dependent child, except that the allowance shall not be paid in respect of the first dependent child if the staff member has no dependent spouse, in which case the staff member shall be entitled to the dependency rate of staff assessment under subparagraph (i), regulation 6.8 (a), schedule III. When a dependent child is determined to be physically or mentally handicapped either permanently or for a period expected to be of a long duration, the allowance shall be US\$ 3,872/3,560. If the staff member has no dependent spouse and becomes entitled to the dependency rate of staff assessment by virtue of such a child, an allowance of US\$ 1,936/1,780 shall be payable in respect of the child.

(ii) Where there is no dependent spouse, a single annual allowance of US\$ 693/637 per year for either a dependent parent, a dependent brother or a dependent sister. The amount of either of these allowances payable in local currency shall not be less than the local currency equivalent of the dollar amount at the time it was established or last revised;

- B. No change;
- C. No change;
- D. No change.

Annex III

Annex II

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\$ [17,189] 18,048 ([US\$ 28,832] 34,598 for attendance at an educational institution in the United States of America) of admissible educational expenses, up to a maximum grant of US\$ [12,892] 13,536 (US\$ [21,624] 25,949 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] 8,109 in the United States) plus 75 per cent of admissible costs of attendance up to US\$ [17,189] 18,048 (US\$ [28,832] 34,598 in the United States) per year, with a maximum grant of US\$ [18,127] 18,771 (US\$ [28,737] 34,058 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\$ [17,189] 18,048 (US\$ [28,832] 34,598 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 IV

Appendix E

Education grant

Definitions

(a) For the purposes of the provisions of rule 106.17, rule 206.16 and this appendix:

- (i) “Child” means a child of a staff member who is dependent upon the staff member for main and continuing support. “Disabled child” means a child who 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 or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability;
- (ii) “Home country” means the country of home leave of the staff member under rule 107.03 or 207.02. If both parents are eligible staff members, “home country” means the country of home leave of either parent;
- (iii) “Duty station” means the country, or area within commuting distance notwithstanding national boundaries, where the staff member is serving.

Payment 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\$ [17,189] 18,048 per year (US\$ [28,832] 34,598 in the United States), with a maximum grant of US\$ [12,892] 13,536 (US\$ [21,624] 25,949 in the United States) a year;

(B) Where the institution does not provide board, US\$ 3,490 (US\$ [4,742] 5,406 in the United States) plus 75 per cent of the cost of attendance up to US\$ [12,536] 13,395 (US\$ [22,509] 27,391 in the United States) per year, with a maximum grant of US\$ [12,892] 13,536 (US\$ [21,624] 25,949 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\$ [17,189] 18,048 (US\$ [28,832] 34,598 in the

United States) per year, with a maximum grant of US\$ [12,892] 13,536 (US\$ [21,624] 25,949 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) The education grant shall be payable from the scholastic year following the child's fifth birthday, or in which the child completes his or her fifth year provided this occurs in the first term of that scholastic year;

(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] 8,109 in the United States) plus 75 per cent of the admissible costs of attendance up to US\$ [17,189] 18,048 (US\$ [28,832] 34,598 in the United States) per year, with a maximum grant of US\$ [18,127] 18,771 (US\$ [28,737] 34,058 in the United States) a year.

(c) "Cost of attendance" referred to in paragraph (b) above is defined as the cost of enrolment, registration, tuition, prescribed textbooks, additional mandatory courses and activities directly related to the school programme or curriculum, examinations and diplomas, but not school supplies, equipment or school uniforms, insurance, medical examinations, donations and contributions or any other optional charges. It may include the cost of midday meals and the cost of daily group transportation when these are provided by the school or on a school wide basis and the cost is included in the school bill for the child's education.

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

(i) Attendance at a nursery school;

(ii) Attendance at a free school or one charging only nominal fees at the duty station;

(iii) Correspondence courses, except those that, in the opinion of the Director General, are the best available substitute for full time attendance at a school of a type not available at the duty station;

(iv) Private tuition, except tuition in a language of the home country at duty stations where satisfactory school facilities for learning that language are not available, tuition of the language of the duty station, when prescribed by a local school as a pre condition for admitting the child to the grade corresponding to the grade he or she has reached elsewhere, and as a supplement to the regular school programme tuition for special coaching in a subject taught by the school or in any additional academic subject not included in the school curriculum but required for the pursuit of the child's subsequent education;

(v) Vocational training or apprenticeship that does not involve full time schooling or in which the child receives payment for services rendered.

(e) The grant shall be payable up to the end of the school year in which the child completes four years of post secondary studies [or is awarded the first recognized degree, whichever is the earlier] even if a degree has been attained after three years. The grant will not normally be payable beyond the school year in which the child reaches the age of 25 years. If the child's education is interrupted for at least one school year by national service, illness or other compelling reasons, the period of eligibility shall be extended by the period of interruption.

(f) Where attendance is for less than two thirds of the scholastic year, the amount of the grant for that year shall be that proportion of the grant otherwise payable that the period of attendance bears to the full scholastic year.

(g) Where the period of service of the staff member does not cover the full scholastic year, the amount of the grant for that year shall normally be that proportion of the grant otherwise payable that the period of service bears to the full scholastic year.

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\$ [12,892] 13,536 (US\$ [21,624] 25,949 in the United States) will be published and updated regularly.

Advances against the education grant

(i) Staff members who are eligible for the education grant in respect of their children and who are required to pay all or a portion of school fees at the beginning of the school year may apply for an advance against their entitlement to the education grant. Any advance approved will be considered as due from the staff member until it is discharged by certification of the entitlement or is recovered.

Travel

(j) A staff member to whom an education grant is payable under subparagraphs (b) (i) or (b) (ii)(B) above in respect of his or her child's attendance at an educational institution shall be entitled to travel expenses for the child of one round trip each scholastic year between the educational institution and the duty station, provided that:

(i) Such travel expenses shall not be paid if the requested journey is unreasonable, either because of its timing in relation to other authorized travel of the staff member or his or her eligible family members or because of the brevity of the visit in relation to the expense involved;

(ii) Where attendance is for less than two thirds of the school year or the staff member's service does not cover two thirds of the school year, travel expenses shall not normally be payable;

(iii) Transportation expenses shall not exceed the cost of a journey between the staff member's home country and the duty station.

(k) In the case of staff members serving at designated duty stations, where no suitable educational institution exists for the schooling of children in the language or in the cultural tradition desired by the staff member, such travel expenses may be paid twice in the year in which the staff member is not entitled to home leave.

Claims

(l) Claims for the education grant shall be submitted in writing and supported by evidence satisfactory to the Director General.

Special education grant for disabled children

(m) A special education grant for disabled children shall be available to staff members of all categories, regardless of whether they are serving in their home country, provided that they have an appointment of one year or longer or have completed one year of continuous service.

(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\$ [17,189] 18,048 (US\$ [28,832] 34,598 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\$ [17,189] 18,048 (US\$ [28,832] 34,598 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\$ [17,189] 18,048 (US\$ [28,832] 34,598 in the United States) per year.

(o) The grant shall be computed on the basis of the calendar year if the child is unable to attend a normal educational institution, or on the basis of the school year if the child is in full time attendance at a normal educational institution while receiving special teaching or training. The grant shall be payable in respect of any disabled child from the date on which the special teaching or training is required up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of 25 years. In exceptional cases, the age limit may be extended up

to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of 28 years.

(p) Where the period of service of the staff member does not cover the full school year or calendar year, the amount of the grant shall be that proportion of the annual grant that the period of service bears to the full school or calendar year.
