



Industrial Development Board

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Personnel matters

Personnel matters

Report by the Director-General

The present document provides information on personnel-related matters in the Secretariat, amendments to the staff regulations and the staff rules.

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I. Developments on personnel-related matters

1. Since the issuance of the last report (IDB.37/8 of 10 March 2010) there were 20 new appointments in the Professional and higher categories, out of which nine (or 45 per cent) were appointments of nationals from countries in list A. The number of UNIDO Professional staff members in the field continued to grow during the reporting period. As at the time of writing this report UNIDO had 65 such staff members, which represents an 8.3 per cent increase compared to the end of 2009 outlined in the last report on personnel matters (document IDB.37/8 refers).

2. On 1 March 2010, UNIDO promulgated its Code of Ethical Conduct¹ and the policy on the protection against retaliation for reporting misconduct and cooperating with audits or investigations.² These two policy issuances were followed on 4 May 2010 by the UNIDO policy for financial disclosure and declaration of interests.³ As announced in the last report, all three policies are managed by the UNIDO Focal Point for Ethics and Accountability. Following a public information campaign and training of staff in the second half of 2010, UNIDO successfully launched the first round of disclosures in February 2011.

3. In addition to the above-mentioned policies, the following important developments related to human resource management (HRM) took place since the last report. On 12 April 2010, UNIDO issued its revised policy on learning,⁴ where the Organization restated its learning philosophy and underlying principles as well as outlined and delineated the respective responsibilities of the key parties. On 25 May 2010, the Organization promulgated its revised Human Resource Management Framework⁵ so as to better respond to the organizational and staff evolving needs. The framework was preceded by intensive dialogue and consultations within the Organization, including at the Joint Advisory Committee, where representatives of staff participate, and is based on two pillars, namely succession planning, which acquired strategic importance in human resource management and staff career development, including promotion and recognition of merit.

4. On 1 November 2010, the new social security agreement⁶ signed between the Republic of Austria and UNIDO in April 2010, came into force. Its entering into force was preceded by intensive preparations and an information campaign both by the host country authorities and by the UNIDO Secretariat so as to ensure that all interested and eligible staff were properly informed about the changes to the conditions of participation of UNIDO staff in the Austrian social security scheme and the related administrative procedures. Altogether about 60 UNIDO staff members availed themselves of the changes introduced by the new social security agreement during the first three months following the agreement's entry into force.

¹ DGB(M).115 of 1 March 2010 entitled "Code of Ethical Conduct".

² DGB(M).116 of 1 March 2010 entitled "Protection against retaliation for reporting misconduct or cooperating with audits or investigations".

³ DGB(M).118 of 4 May 2010 entitled "UNIDO Policy for Financial Disclosure and Declaration of Interests".

⁴ DGB(M).117 of 12 April 2010 entitled "Policy on Learning".

⁵ UNIDO/AI/2010/01 of 25 May 2010 entitled "Human Resource Management Framework".

⁶ Decision GC.13/Dec.17.

5. In recognition of the growing demands on staff while at work and the importance of a work-life balance for maintaining staff morale and efficiency at high levels, UNIDO introduced in January 2011 a number of enhancements to its electronic time recording system, as well as a number of changes to the Organization's flexible working hours system, which should allow more flexibility for staff and at the same time enable better recording of the working hours. These enhancements were introduced following consultations with the Joint Advisory Committee.⁷

II. Common system developments

Salary scale for staff in the Professional and higher categories

6. **Schedule I to the staff regulations.** The concept of the base/floor salary scale was introduced by the General Assembly in resolution 44/198, section I.H., 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.

7. By resolution 65/248 of 24 December 2010, the General Assembly approved, with effect from 1 January 2011, an increase of 1.37 per cent in the base/floor salary scale for staff in the Professional and higher categories.

8. In accordance with the established practice, the revised base/floor salary scale has been implemented on a "no loss, no gain" basis. Consequently, concomitant with the introduction of the revised base/floor salary scale on 1 January 2011, post-adjustment multipliers applicable at all duty stations have been scaled down. The total net remuneration amount (base salary plus post-adjustment) has therefore remained unchanged. However, the new salary scale will result in some gains under different elements of the separation benefits for eligible staff. The costs of such increases can be absorbed under the existing budgetary provisions.

9. The revised base salary scale for staff in the Professional and higher categories, effective 1 January 2011 is set out in annex I. It has been implemented with the January 2011 payroll.

Rates of dependency allowances for staff in the Professional and higher categories

10. **Annex I to the staff regulations.** By its resolution 63/251 of 24 December 2008, the General Assembly approved a new methodology and the revised amounts of dependency allowances for staff in the Professional and higher categories, namely the revised amounts of the children's allowance, disabled children's allowance and the secondary dependant's allowance, which were established as global flat-rate amounts to be revised every two years by the International Civil

⁷ UNIDO/AI/2011/01 of 13 January 2011 entitled "Flexible Working Hours".

Service Commission (ICSC) and to be converted, at hard currency locations, to local currency using the official United Nations exchange rate at the time of their implementation. Furthermore, so as to protect the eligible staff against a sharp reduction in the level of the allowances, the General Assembly also approved transitional measures up to 1 January 2013.

11. By its resolution 65/248, the General Assembly approved the recommendations of the ICSC in its 36th annual report with the new global flat-rate amounts of dependency allowances to be payable effective 1 January 2011 and the appropriate transitional measures for duty stations, where, at the time of implementation, the new flat-rate amounts would be lower than the existing amounts.

12. The new global flat-rate amounts of the dependency allowances for staff in the Professional and higher categories, which became effective 1 January 2011, are set out in annex III to this document. The new amounts are underlined. The formerly applicable amounts are shown in square brackets. The cost implications of the changes in the amounts of dependency allowances at some duty stations are marginal and can be absorbed within existing budgetary provisions.

Amounts of education grant and special education grant

13. **Annex II to the staff regulations.** By its resolution 65/248 the General Assembly also approved the recommendations of the ICSC in its 36th annual report with the changes to the existing education grant scheme in 11 individual countries/currency areas in which the grant was administered. The changes are to become effective in the school year in effect as on 1 January 2011. The cost implications of the changes to the education grant scheme are estimated at approximately €25,000 for the school year 2010/2011. They can be absorbed within existing budgetary provisions.

14. Annex IV to the present document shows the revised amounts which are underlined. The formerly applicable amounts are shown in square brackets.

III. Matters related to the staff rules

Salary scale for staff in the General Service category

15. **Appendix A to the staff rules.** In accordance with the Flemming principle, General Service (GS) staff shall have pay and other conditions of employment that match the best on offer at the duty station. The principle was first stated in 1949 by a body of experts on pay established by the United Nations General Assembly. It is the cornerstone of the existing ICSC methodology for the local salary surveys, which are conducted by the ICSC at all headquarter and field duty stations on a periodic basis. During the periods between the salary surveys, the GS salary scale is subject to interim adjustments, which should be made on the basis of movements of an appropriate wage or price index or a combination of indices.

16. According to the ICSC methodology, the interim adjustment to the GS salary scale in Vienna is based on the movement of the combined indices, namely the local

consumer price index and the local wage index for office workers. The previous interim adjustment to the Vienna GS salary scale was effected in November 2009. Based on the officially published movements of the local consumer price index and of the local wage index for office workers in the period November 2009 to October 2010, the VIC-based organizations (VBOs) agreed that the GS salary scale in Vienna was due for the next interim adjustment on 1 November 2010 and that the revised salary scale should reflect an increase of 1.53 per cent.

17. The revised GS salary scale, which has been implemented effective 1 November 2010, is set out in annex II to this document. The increased costs under the revised salary have been estimated at €38,400 for the remainder of 2010 and at €230,400 per year, including €185,800 under the UNIDO regular budget and €44,600 under the UNIDO operational budget. These additional costs are covered by the existing budgetary provisions.

Education grant

18. **Appendix E to the staff rules.** Based on the General Assembly resolution 65/248 approving changes to the existing education grant scheme in 11 individual countries/currency areas, adjustments have been made to the existing level of maximum admissible expenses and the maximum reimbursement level as well as flat rates for boarding in the UNIDO education grant scheme. The new levels are applicable to eligible staff from the school year in effect on 1 January 2011.

19. The revised text of appendix E to the staff rules is shown in annex V to this document. In the new text the revised amounts are underlined and the formerly applicable amounts are shown in square brackets.

Outside activities and interests

20. **Staff rule 101.01:** Staff rule 101.01 has been amended to clarify staff members' obligations in connection with outside activities and to further refine the obligation to disclose certain interests. Therefore, staff rules 101.01 (a) to (c) have been amended and staff rule 101.01 (d) replaced with a new staff rule 101.01 (d). The revised text of staff rule 101.01 is shown in annex VI to this document: the new text is underlined and the deleted text is in square brackets.

Request for reclassification

21. **Staff rule 102.02:** Staff rule 102.02 (b) has been amended to reflect the current reclassification process and the Secretariat structure effective since 1 March 2010. The revised text of staff rule 102.02 is shown in annex VII to this document. As before, the new text is underlined and the deleted text is in square brackets.

Appointment and Promotion Board

22. **Staff rule 103.12:** Staff rule 103.12 has been amended to include the use of electronic means for Appointment and Promotion Board panel meetings. The revised text of staff rule 103.12 is shown in annex VIII to this document.

Classification Appeals Committee

23. **Annex L to the staff rules:** Paragraph (b) of appendix L to the staff rules has been amended to reflect the current composition of the Classification Appeals Committees. The revised text of annex L to the staff rules is shown in annex IX to this document. The new text is underlined and the deleted text is in square brackets.

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

24. 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 six meetings in 2010 and one meeting during the period January to March 2011.

25. In decision GC.13/Dec.16, the General Conference elected two members and two alternate members of the UNIDO Staff Pension Committee for the biennium 2010-2011. The Board may wish to recommend to the General Conference at its fourteenth session candidates for election to the Committee for the biennium 2012-2013.

V. Action required by the Board

26. 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.39/17;

“(b) Notes the amendments made in pursuance to Schedule I and annexes I and II to the staff regulations in order to bring them into conformity with the decisions of the General Assembly set out in resolution 65/248;

“(c) Further notes the amendments to the appendices A, E and L to the staff rules and to staff rules 101.01, 102.02, and 103.12;

“(d) Recommends to the General Conference at its fourteenth session the following candidates for the election of two members and two alternate members of the UNIDO Staff Pension Committee for the biennium 2012-2013

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

Annex I

Schedule I to the staff regulations

Salary scale 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 2011

LEVEL	STEPS														
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Director															
D-2	Gross	152 231	155 592	158 954	162 315	165 675	169 035								
	Net D	111 950	114 135	116 320	118 505	120 689	122 873								
	Net S	102 847	104 691	106 528	108 359	110 186	112 002								
Principal Officer															
D-1	Gross	139 074	141 896	144 710	147 532	150 371	153 220	156 272	159 222	162 171					
	Net D	103 070	104 989	106 903	108 822	110 741	112 658	114 577	116 494	118 411					
	Net S	95 270	96 936	98 600	100 258	101 915	103 567	105 212	106 857	108 497					
Senior Officer															
P-5	Gross	115 134	117 532	119 934	122 331	124 732	127 129	129 531	131 929	134 329	136 729	141 528	143 929		
	Net D	86 791	88 422	90 055	91 685	93 318	94 948	96 581	98 212	99 844	101 476	104 739	106 372		
	Net S	80 629	82 079	83 524	84 969	86 412	87 849	89 286	90 720	92 152	93 581	96 431	97 853		
First Officer															
P-4	Gross	94 268	96 456	98 642	100 876	103 194	105 507	107 825	110 140	112 456	114 768	119 399	121 715	124 032	126 349
	Net D	72 373	73 948	75 522	77 096	78 672	80 245	81 821	83 395	84 970	86 542	88 119	89 691	91 266	92 842
	Net S	67 395	68 829	70 263	71 691	73 120	74 548	75 975	77 399	78 822	80 244	81 664	83 083	84 502	85 918
Second officer															
P-3	Gross	77 101	79 125	81 150	83 172	85 199	87 222	89 244	91 272	93 296	95 319	99 367	101 476	103 618	105 759
	Net D	60 013	61 470	62 928	64 384	65 843	67 300	68 756	70 216	71 673	73 130	74 589	76 044	77 504	78 960
	Net S	56 018	57 358	58 701	60 040	61 382	62 721	64 060	65 403	66 741	68 082	69 418	70 755	72 089	73 426
Associate Officer															
P-2	Gross	62 856	64 668	66 476	68 289	70 100	71 908	73 721	75 528	77 340	79 153	80 961	82 774		
	Net D	49 756	51 061	52 363	53 668	54 972	56 274	57 579	58 880	60 185	61 490	62 792	64 097		
	Net S	46 669	47 853	49 032	50 214	51 394	52 576	53 778	54 975	56 178	57 377	58 574	59 776		
Assistant Officer															
P-1	Gross	48 627	50 199	51 933	53 678	55 414	57 154	58 896	60 638	62 374	64 114				
	Net D	39 388	40 643	41 892	43 148	44 398	45 651	46 905	48 159	49 409	50 662				
	Net S	37 154	38 309	39 465	40 618	41 773	42 926	44 081	45 222	46 356	47 491				

D = Rate applicable to staff members with a dependent spouse or child

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

Appendix A to the staff rules

Salary scales for staff in the General Service category showing annual gross, gross pensionable and net salary after application of staff assessment

(Euros)

Effective 1 November 2010

STEPS

	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII*
G-1 Gross	27 370	28 268	29 180	30 114	31 047	31 981	32 915	33 849	34 782	35 716	36 650	37 584
Gross pens.	26 915	27 812	28 711	29 609	30 507	31 405	32 303	33 202	34 100	34 998	35 896	36 794
Net	21 651	22 342	23 033	23 724	24 415	25 106	25 797	26 488	27 179	27 870	28 561	29 252
G-2 Gross	31 901	32 982	34 064	35 145	36 226	37 307	38 388	39 469	40 550	41 631	42 712	43 836
Gross pens.	31 330	32 369	33 408	34 446	35 485	36 524	37 563	38 602	39 640	40 679	41 718	42 757
Net	25 047	25 847	26 647	27 447	28 247	29 047	29 847	30 647	31 447	32 247	33 047	33 847
G-3 Gross	37 209	38 464	39 718	40 972	42 226	43 500	44 845	46 190	47 535	48 880	50 225	51 570
Gross pens.	36 431	37 636	38 841	40 046	41 251	42 456	43 660	44 865	46 069	47 319	48 572	49 827
Net	28 975	29 903	30 831	31 759	32 687	33 615	34 543	35 471	36 399	37 327	38 255	39 183
G-4 Gross	43 371	44 928	46 484	48 041	49 597	51 154	52 710	54 267	55 823	57 380	58 936	60 493
Gross pens.	42 340	43 735	45 130	46 538	47 990	49 442	50 894	52 345	53 796	55 248	56 698	58 150
Net	33 526	34 600	35 674	36 748	37 822	38 896	39 970	41 044	42 118	43 192	44 266	45 340
G-5 Gross	51 001	52 800	54 599	56 397	58 196	59 994	61 793	63 591	65 390	67 188	68 987	70 786
Gross pens.	49 300	50 977	52 653	54 331	56 008	57 685	59 362	61 039	62 716	64 393	66 070	67 747
Net	38 791	40 032	41 273	42 514	43 755	44 996	46 237	47 478	48 719	49 960	51 201	52 442
G-6 Gross	59 829	61 909	63 988	66 068	68 148	70 228	72 307	74 387	76 467	78 546	80 626	82 706
Gross pens.	57 533	59 472	61 411	63 350	65 289	67 227	69 166	71 239	73 318	75 397	77 478	79 556
Net	44 882	46 317	47 752	49 187	50 622	52 057	53 492	54 927	56 362	57 797	59 232	60 667
G-7 Gross	70 038	72 448	74 858	77 268	79 678	82 088	84 499	86 909	89 319	91 729	94 139	96 549
Gross pens.	67 053	69 302	71 713	74 122	76 531	78 941	81 351	83 759	86 170	88 579	90 988	93 397
Net	51 926	53 589	55 252	56 915	58 578	60 241	61 904	63 567	65 230	66 893	68 556	70 219

* Long-service step

The qualifying criteria for in-grade increase from step XI to step XII are as follows:

- (a) The staff member should have had at least 20 years of service within the United Nations common system and five years of service at step XI of the current grade;
- (b) The staff member's service should have been satisfactory.

Language allowance: for the first additional language, 1,651 euros per year net, for the second additional language, 825 euros (to be included in pensionable remuneration).

Increment: Salary increments within the levels shall be awarded annually, on the basis of satisfactory service.

Non-resident's allowance: 1,889 euros per year net (to be included in pensionable remuneration) for eligible staff appointed prior to 1 September 1983 and nil thereafter for staff serving in Vienna.

Annex III

ANNEX I to the staff regulations

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:

(i) At US\$ 2,929 [2,686] 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\$ 5,858 [5,372]. 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\$ 2,929 [2,686] shall be payable in respect of the child.

(ii) Where there is no dependent spouse, a single annual allowance of US\$ 1,025 [940] 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. If both husband and wife are staff members, one may claim, for dependent children, under (i) above, in which case the other may claim only under (ii) above, if otherwise entitled;

C. With a view to avoiding duplication of benefits and in order to achieve equality between staff members who receive dependency benefits under applicable laws in the form of governmental grants and staff members who do not receive such dependency benefits, the Director-General shall prescribe conditions under which the dependency allowance for a child specified in A (i) above shall be payable only to the extent that the dependency benefits enjoyed by the staff member or his or her spouse under applicable laws amount to less than such a dependency allowance;

Annex IV**ANNEX II to 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\$ 20,663 [19,311] (US\$ 43,006 [39,096] for attendance at an educational institution in the United States of America) of admissible educational expenses, up to a maximum grant of US\$ 15,497 [14,484] (US\$ 32,255 [29,322] 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\$ 5,619 [5,483] (US\$ 9,125 [8,666] in the United States) plus 75 per cent of admissible costs of attendance up to US\$ 20,663 [19,311] (US\$ 43,006 [39,096] in the United States) per year, with a maximum grant of US\$ 21,116 [19,967] (US\$ 41,380 [37,988] 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 the 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\$ 20,663 [19,311] (US\$ 43,006 [39,096] 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 V

Appendix E to the staff rules

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\$ [19,311] 20,663 per year (US\$ [39,096] 43,006 in the United States), with a maximum grant of US\$ [14,484] 15,497 (US\$ [29,322] 32,255 in the United States) a year;
 - (B) Where the institution does not provide board, US\$ [3,655] 3,746 (US\$ [5,777] 6,083 in the United States) plus 75 per cent of the cost of attendance up to US\$ [14,439] 15,668 (US\$ [31,393] 34,895 in the United States) per year, with a maximum grant of US\$ [14,484] 15,497 (US\$ [29,322] 32,255 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\$ [19,311] 20,663 (US\$ [39,096] 43,006 in the United States) per year, with a maximum grant of US\$ [14,484] 15,497 (US\$ [29,322] 32,255 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\$ [5,483] 5,619 (US\$ [8,666] 9,125 in the United States) plus 75 per cent of the admissible costs of attendance up to US\$ [19,311] 20,663 (US\$ [39,096] 43,006 in the United States) per year, with a maximum grant of US\$ [19,967] 21,116 (US\$ [37,988] 41,380 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 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\$ [14,484] 15,497 (US\$ [29,322] 32,255 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\$ [19,311] 20,663 (US\$ [39,096] 43,006 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\$ [19,311] 20,663 (US\$ [39,096] 43,006 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\$ [19,311] 20,663 (US\$ [39,096] 43,006 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.

Annex VI

Rule 101.01

Outside activities and interests

(a) Staff members shall not engage in any continuous or recurring outside occupation or employment without prior approval of the Director-General. Staff members shall not engage in any outside activity that is incompatible with the proper discharge of their duties with the Organization, is incompatible with their employment status with UNIDO, or conflicts with the interests of the Organization or with their status as international civil servants. In case of doubt, staff should seek clarification from the office charged with that responsibility.

(b) No staff member may be actively associated, directly or indirectly, with the management of any business or other concern, nor may he or she hold a financial or other personal interest in [any business] such a concern, if there is a possibility that the staff member or the concern will benefit from such association or [financial] interest by reason of his or her official position with the Organization.

(c) A staff member who has occasion to deal in his or her official capacity with any matter involving a business or other concern in which he or she holds a financial or other personal interest shall disclose the [measure] nature and scope of that interest to the Director-General, and, except as otherwise authorized by the Director-General, either dispose of that interest or formally excuse himself or herself from participating or being involved in such a matter.

(d) [The mere holding of shares in a company shall not constitute a financial interest within the meaning of this rule unless such holding constitutes a substantial control.] Staff members may be required, in the interests of the Organization, to periodically disclose to the Director-General the nature and scope of financial and other personal interests and assets in respect of themselves, their spouses and dependants, under the procedures established by the Director-General. Such disclosures are privileged and confidential documents and shall be subject only to such access and use as may be authorized by the Director-General.

Annex VII

Rule 102.02

Request for reclassification

(a) - No change

(b) Such a request for reclassification shall be addressed to the [Deputy Director-General for Administration, who may decide to accede to the request or to maintain the current classification] Director, Human Resource Management Branch, through the appropriate supervisory level(s), for review in accordance with conditions established by the Director-General. If the request is denied, the staff member may apply for a review of the classification to the appropriate classification appeals committee established by the Director-General. Provisions governing the composition of the classification appeals committees are set out in appendix L to the Staff Rules.

Annex VIII

Rule 103.12

Appointment and Promotion Board

- (a) (i) No change
- (a) (ii) No change
- (a) (iii) Subject to the criteria of article 11, paragraph 5, of the UNIDO Constitution and to the provisions of staff regulations 3.2 and 4.2, the appointment and promotion bodies shall, in filling vacancies through recruitment, normally give preference, where qualifications are equal, to staff members already in the service of the Organization [and staff members in other organizations participating in the United Nations common system]. This consideration shall also apply on a reciprocal basis to staff in the United Nations family of Organizations. Gender balance and geographic representation should also be duly considered.
- (b) The Appointment and Promotion Board shall consist of four panels, which should be composed and function as follows:
- (i) No change
- (ii) No change
- (iii) No change
- (iv) The Field Service Selection Panel:
This panel shall consist of
- one Chairperson and one alternate Chairperson appointed by the Director-General;
 - the Managing Director, [Regional Strategies and Field Operations Division (RSF)] Strategic Research, Quality Assurance and Advocacy Division (SQA);
 - the Managing Director, Programme Development and Technical Cooperation Division (PTC);
 - the Director, [Regional and Field Operations Branch, (RSF)] Bureau of Regional Programmes (PTC);
 - one member and one alternate member, appointed by the Director-General from a list proposed by the Staff Council comprising at least two designated staff members for each seat of member and alternate member, i.e. at least four nominees;

-the Director, Human Resource Management Branch, or an authorized representative shall serve as a non-voting member of the Panel;

-the secretary of the panel shall be provided by the Human Resource Management Branch.

(v) The meetings of the panels shall be conducted by electronic means. The Chairperson of a panel or the Human Resource Management Branch may convene ordinary meetings if considered necessary. In the case of the Field Service Selection Panel, ordinary meetings will be convened when more than two cases involving staff members are being reviewed for the same or similar position(s) in the field structure.

[(v)] (vi) Except for the D-2 and D-1 Selection Panel, the quorum for each panel shall consist of three voting members or alternate members. The recommendations of each Panel shall wherever possible be reached without a vote. However, in cases where voting is necessary, the recommendations shall be adopted by a simple majority of the members of the panel [concerned] considering the case. In case of a tie, the Chairperson shall provide the casting vote.

[(vi)] (vii) The term of office of the panels shall be two years. The members and alternate members can only be reappointed for one term of two years. They shall in any event remain in office until new members and alternate members are appointed.

[(vii)] (viii) For any particular review made by any of the four panels, where an appointment or promotion is contemplated, the panel concerned shall be composed of voting members and alternate members at a grade not below the grade to which the appointment or promotion is contemplated. Members and alternate members of the panels shall normally have at least three years of service in the Organization. Once appointed, members and alternate members shall serve in their personal capacity on the panels and shall discharge their functions with only the interest of the Organization in view.

Annex IX

Appendix L to the staff rules

Classification Appeals Committee

Classification Appeals Committee for Professional Posts

(a) No change

General Service Classification Appeals Committee [for General Service and Manual Worker Posts]

(b) The General Service Classification Appeals Committee [for General Service and Manual Worker Posts] shall be composed of a chairperson and a vice-chairperson appointed by the Director-General in consultation with the Staff Council, two [one] members and two [one] alternates nominated by the Staff Council and two [one] members and two [one] alternates designated by the Director-General.
