

COUNCIL
118th session
Agenda item 4(a)

C 118/4(a)/1
12 June 2017
Original: ENGLISH

RESOURCE MANAGEMENT

(a) Human resources matters, including amendments to the Staff Regulations and Staff Rules

Note by the Secretary-General

SUMMARY

Executive summary: This document provides the text of amendments to the Staff Regulations and Staff Rules that give effect to the implementation of the third phase of the new ICSC compensation package for staff members in the Professional and higher categories.

Additionally, the document provides the text of amendments to staff rule 103.3.

Strategic direction: 4

High-level action: 4.0.1

Output: 4.0.1.5

Action to be taken: Paragraph 7

Related documents: C 117/5(a) and C 118/4(a)

Amendments to the Staff Regulations

1 The changes related to the education grant described in document C 118/4(a) require amendments to the texts of Article III and annex 1 of the Staff Regulations as follows:

- .1 Article III: staff regulation 3.2(a) is amended to reflect the correct admissible expenses for the education grant. Staff regulation 3.2(b) is deleted; staff regulations 3.2(c) and 3.2(d) are renumbered accordingly.
- .2 Annex 1: paragraph 12 is amended to show that the maximum education grant payable is no longer dependent on the country of schooling. A new table 3 displays the sliding scale applicable to the calculation of the education grant.

2 The proposed new texts are shown in annex 1 to this document.

Amendments to the Staff Rules

3 **Settling-in grant (staff rule 103.3):** further to the introduction of a settling-in grant as part of the implementation of phase one of the new ICSC compensation package, and the corresponding amendments to the Staff Rules given in document C 116/5(a)/1, no provisions were made for the total or partial recovery of the grant if a staff member does not complete one year of service, or if dependents do not stay with the staff member at the duty station for a minimum of six months.

4 Therefore, and in line with the provisions adopted by other organizations of the United Nations system, two paragraphs have been added to staff rule 103.3 in order to introduce provisions for the recovery or adjustment of the settling-in grant under certain circumstances.

5 **Education grant (staff rule 103.8):** this staff rule has been extensively amended in order to reflect the new scheme introduced by the ICSC as described in document C 118/4(a). The wording has also been changed in line with the wording used by the United Nations.

6 The proposed new texts are shown in annex 2 to this document.

Action requested of the Council

7 The Council is invited to:

- .1 approve the amendments to the Staff Regulations as detailed in paragraph 1 above and shown in annex 1 of this document; and
- .2 take note of the amended texts of staff rules 103.3 and 103.8 as detailed in paragraphs 3 to 5 above and shown in annex 2 to this document.

ANNEX 1

AMENDMENTS TO STAFF REGULATIONS

Previous text of regulation 3.2	New text of regulation 3.2
<p><i>Article III</i></p> <p>SALARIES AND RELATED ALLOWANCES</p>	<p><i>Article III</i></p> <p>SALARIES AND RELATED ALLOWANCES</p>
<p><i>REGULATION 3.1 – No change</i></p> <p><i>REGULATION 3.2(a): The Secretary-General shall establish terms and conditions under which an education grant shall be available to a staff member serving outside his or her recognized home country, whose dependent child is in full-time attendance at a school, university, or similar educational institution of a type which will, in the opinion of the Secretary-General, facilitate the child's re-assimilation in the staff member's recognized home country. The grant shall be payable in respect of the child up to the end of the fourth year of post-secondary studies. The amount of the grant per scholastic year for each child shall be 75 per cent of the admissible educational expenses actually incurred up to a maximum grant as established by the Secretary-General. For expenses incurred in certain currency areas, the allowance will be determined in local currency in accordance with procedures established by the Secretary-General. Travel costs of the child may also be paid for an outward and return journey once in each scholastic year between the educational institution and the duty station, by a route approved by the Secretary-General, but not in an amount exceeding the cost of such a journey between the home country and the duty station.</i></p> <p><i>REGULATION 3.2(b): The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member serving in a country whose language is different from his or her own and 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.</i></p>	<p><i>REGULATION 3.1 – No change</i></p> <p><i>REGULATION 3.2(a): The Secretary-General shall establish terms and conditions under which an education grant shall be available to a staff member serving outside his or her recognized home country, whose dependent child is in full-time attendance at a school, university or similar educational institution of a type which will, in the opinion of the Secretary-General, facilitate the child's re-assimilation in the staff member's recognized home country. The grant shall be payable in respect of the child up to the end of the fourth year of post-secondary studies. The amount of the grant per scholastic year for each child shall be calculated in accordance with the provisions of annex 1, table 3, of the Staff Regulations.</i></p> <p><i>REGULATION 3.2(b) - Deleted</i></p>

<p><i>REGULATION 3.2(c): The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member whose child is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him 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. The amount of the grant per year for each disabled child shall be 100 per cent of the educational expenses actually incurred up to a maximum amount established by the Secretary-General.</i></p> <p><i>REGULATION 3.2(d): The Secretary-General may decide in each case whether the education grant shall extend to adopted children or stepchildren.</i></p> <p><i>REGULATION 3.3 – No change</i></p>	<p><i>REGULATION 3.2(c) - Renamed as REGULATION 3.2(b)</i></p> <p><i>REGULATION 3.2(d) - Renamed as REGULATION 3.2(c)</i></p> <p><i>REGULATION 3.3 – No change</i></p>
---	--

Previous text of Annex 1	New text of Annex 1
<p>ANNEXES TO THE STAFF REGULATIONS</p> <p>ANNEX 1</p> <p>Salaries and allowances</p>	<p>ANNEXES TO THE STAFF REGULATIONS</p> <p>ANNEX 1</p> <p>Salaries and allowances</p>
<p>Paragraphs 1 to 11 – No change</p> <p>Paragraph 12 – Education grant</p> <p><i>The maximum amount of admissible educational expenses, the maximum education grant payable and the ceilings for boarding costs are shown in table 3 of the present annex.</i></p>	<p>Paragraphs 1 to 11 – No change</p> <p>Paragraph 12 – Education grant</p> <p><i>The scheme for the calculation of the education grant is shown in table 3 of the present annex.</i></p>

New Table 3 of Annex 1 to the Staff Regulations	
EDUCATION GRANT ENTITLEMENTS	
Admissible expenses (Effective from scholastic year in progress 1 January 2018)	
<p>Admissible expenses shall include tuition, tuition in the mother tongue and enrolment-related fees. Capital assessment fees shall be reimbursed outside the education grant scheme, under conditions established by the Secretary-General. Admissible expenses actually incurred shall be reimbursed at the rates indicated in the sliding scale below:</p>	
Admissible expenses (United States dollars)	Reimbursement percentage rate
0-11,600	86
11,601-17,400	81
17,401-23,200	76
23,201-29,000	71
29,001-34,800	66
34,801-40,600	61
40,601 and above	–

<i>Previous text of rule 103.8</i>	<i>New text of rule 103.8</i>
Rule 103.8 EDUCATION GRANT	Rule 103.8 EDUCATION GRANT
<p><i>Definitions</i></p> <p>(a) For the purposes of this rule -</p> <p style="padding-left: 40px;">(i) to (iii) No change</p> <p style="padding-left: 40px;">(iv) "cost of attendance" includes charges for enrolment, registration, prescribed text books, courses, examinations, diplomas and, if justified by local conditions, for midday meals provided by the school, and for daily group transportation provided by the school or organized on a school-wide basis</p> <p><i>Eligibility</i></p> <p>(b) A staff member, who is regarded as an international recruit, and whose duty station is outside his or her home country, shall be entitled to an education grant in respect of each dependent child in full-time attendance at a school, university or similar educational institution. The Secretary-General may also authorize payment of the education grant, during mission service, to a staff member regarded as a local recruit at his or her normal official duty station. The grant shall not, however, be payable in respect of:</p> <p style="padding-left: 40px;">(i) attendance at a kindergarten or nursery school at the pre-primary level;</p> <p style="padding-left: 40px;">(ii) attendance at a free school or one charging only nominal fees at the duty station;</p>	<p><i>Definitions</i></p> <p>(a) For the purposes of this rule -</p> <p style="padding-left: 40px;">(i) to (iii) No change</p> <p style="padding-left: 40px;">(iv) Deleted</p> <p><i>Eligibility</i></p> <p>(b) A staff member who is regarded as internationally recruited, who holds a fixed-term or permanent appointment and whose recognized home is outside the country of the duty station shall be entitled to an education grant in respect of each dependent child in full-time attendance at an educational institution. If the staff member is subsequently reassigned to a duty station in his/her recognized home country during the course of a school year, the education grant may be paid for the remainder of that school year.</p> <p>(c) The education grant is payable for dependent children in full-time attendance at an educational institution from primary level up to the end of the fourth year of post-secondary studies.</p> <p>(d) For the purposes of this grant education shall be deemed "primary":</p>

<p>(iii) correspondence courses, except those which in the opinion of the Secretary-General are the best available substitute for full-time attendance at a school of a type not available at the duty station;</p> <p>(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; or</p> <p>(v) vocational training or apprenticeship which does not involve full-time schooling or in which the child receives payment for services rendered.</p>	<p>(i) if the child is five years of age at the beginning of the school year; or</p> <p>(ii) from the first day of the term in which the child reaches the age of five.</p> <p>(e) The education grant is not payable when the child ceases to be in full-time attendance at an educational institution or beyond the school year in which the child reaches the age of 25, unless the child's education has been interrupted for at least one year by compulsory national service, illness or other compelling reason. In such cases the grant may be extended for the period of interruption beyond the scholastic year in which the child reaches the age of 25. The grant is also not payable in respect of:</p>
<p>Duration</p> <p>(c) (i) The grant shall be payable up to the end of the school year in which the child completes four years of post-secondary studies;</p> <p>(ii) 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.</p>	<p>(i) attendance at a kindergarten or nursery school at the pre-primary level;</p> <p>(ii) attendance at a free school or one charging only nominal fees at the duty station;</p> <p>(iii) correspondence courses, except those which in the opinion of the Secretary-General are the best available substitute for full-time attendance at a school of a type not available at the duty station;</p> <p>(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; or</p>
<p>Amount of the grant</p> <p>(d) The amounts to which a staff member may be entitled under the grant are set out in table 3 of annex 1 of the Staff Regulations;</p>	<p>(v) vocational training or apprenticeship which does not involve full-time schooling or in which the child receives payment for services rendered.</p>

<p>(e) 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 which the period of attendance bears to the full scholastic year.</p> <p>(f) Where the period of service of the staff member does not cover the full scholastic year, the amount of the grant shall normally be that proportion of the annual grant which the period of service bears to the full scholastic year.</p> <p>Travel</p> <p>(g) A staff member whose child attends an educational institution outside the country or area of his or her duty station shall be entitled to travel expenses of one return journey each scholastic year between the educational institution and the duty station, provided that:</p> <p>(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 dependants, or because of the brevity of the visit in relation to the expense involved;</p> <p>(ii) where attendance is for less than two thirds of the school year, travel expenses shall not normally be payable;</p> <p>(iii) transportation expenses shall not normally exceed the cost of a journey between the staff member's home country and the duty station.</p>	<p>Admissible educational expenses</p> <p>(f) Admissible expenses shall include tuition (including tuition in the mother tongue and summer courses if certified as necessary by the school) and enrolment-related fees.</p> <p>(g) Tuition in the mother tongue may be reimbursed provided that:</p> <p>(i) the staff member serves in a country whose language is different from his/her mother tongue;</p> <p>(ii) the child attends a local school in which the language of instruction is not the staff member's mother tongue.</p> <p>(h) The admissible expenses as defined in paragraph (f) above are reimbursed at the rates indicated in annex 1, table 3, of the Staff Regulations.</p> <p>Boarding costs</p> <p>(i) Boarding costs may exceptionally be reimbursed at a flat amount determined regularly by the ICSC only when a staff member serves at a field duty station classified as A to E and if the child is boarding away from the duty station.</p> <p>Capital assessment fee</p> <p>(j) A capital assessment fee charged by a school attended by a child with respect to whom the education grant is paid will be reimbursed at 75 per cent of the actual amount, outside the education grant scheme.</p> <p>Scholarships, bursaries or similar grants</p> <p>(k) The amount of all scholarships, bursaries or similar grants received in respect of a child will be deducted from the expenses incurred by staff</p>
---	--

<p><i>Tuition of the mother tongue</i></p> <p>(h) The Secretary-General will decide in each case where the education grant shall be paid for tuition of the mother tongue under regulation 3.2(b).</p> <p><i>Claims</i></p> <p>(i) Claims for education grant shall be submitted in writing and supported by evidence satisfactory to the Secretary-General.</p> <p><i>Local currency</i></p> <p>(j) For expenses incurred in certain duty stations, the allowances specified in (d) and (l) of this rule will be determined in local currency in accordance with procedures established by the Secretary-General.</p> <p><i>Special education grant for disabled children</i></p> <p>(k) A special education grant for disabled children shall be available to staff members of all categories, regardless of whether or not they are serving in their home country.</p> <p>(l) The amount of the grant shall be 100 per cent of the educational expenses actually incurred, up to the maximum amount set out in table 3 of annex 1 of the Staff Regulations. If the disabled child is eligible for the regular educational grant, the total amount payable under the two types of grant shall not exceed the maximum amount admissible for educational expenses as set out in table 3 of annex 1 of the Staff Regulations. "Educational expenses" reimbursable under the special education grant shall comprise the expenses incurred to provide an educational programme designed to meet the needs of the disabled</p>	<p>members in respect of their child's education, before calculation of the grant to which they may be entitled.</p> <p><i>Attendance for periods of less than the full scholastic year</i></p> <p>(l) The amount of the education grant and special education grant relating to admissible expenses for school attendance shall be prorated if the period of the child's school attendance or the staff member's period of service covers less than two thirds of the academic year. The amount of the grant relating to the flat sum for boarding shall be prorated if the period of the child's school attendance or the staff member's period of service covers less than a full academic year.</p> <p>(m) For the purpose of prorating part months:</p> <p>(i) periods of 15 and more days shall be counted as full months;</p> <p>(ii) periods of less than 15 days shall be counted as half months.</p> <p>(n) The education grant is not payable in respect of school attendance prior to the staff member's appointment or following the staff member's separation. However, should a staff member die during the course of the school year, education grant shall be paid for the remainder of that school year.</p> <p><i>Education grant advances</i></p> <p>(o) Eligible staff members who are required to pay all or part of their child's full-time admissible attendance expenses at the beginning of the scholastic year may apply for an education grant advance for the scholastic year, subject to the following conditions:</p>
--	--

<p>child in order that the child may obtain the highest possible level of functional ability. Expenses for special equipment required for the rehabilitation of a disabled child may be reimbursed, if not otherwise covered under health insurance, up to a maximum of \$1,000 per year.</p> <p>(m) 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. At the discretion of the Secretary-General the lower age limit for payment of the grant may be waived; in exceptional circumstances, the Secretary-General may increase the upper age limit to 28.</p> <p>(n) Where the period of service does not cover the full school year or calendar year, the amount of the grant shall be that proportion of the annual grant which the period of service bears to the full school or calendar year.</p> <p>(o) Claims for the grant shall be submitted annually in writing and supported by medical evidence satisfactory to the Secretary-General regarding the child's disability. The staff member shall also be required to provide evidence that he or she has exhausted all other sources of benefits that may be available for the education and training of the child. The amount of educational</p>	<p>(i) Only one advance per child shall be authorized per school year;</p> <p>(ii) No further advances for subsequent school years shall be authorized until all previous advances have been settled through a final claim or recovered from the staff member</p> <p>(p) Advances may be payable for the following expenses only: tuition fees, capital assessment fees or equivalent, which have to be paid in full at the beginning of the year.</p> <p>(q) Final education grant claims must be submitted promptly on completion of the school year or within one month of the child ceasing to attend the institution.</p> <p>(r) Upon receipt of the final claim, a settlement shall be paid taking account of the actual admissible expenses incurred during the school year and any advance made. If the amount of the advance is greater than the actual admissible expenses incurred, the difference shall be recovered automatically from the staff member's salary. The rate of exchange used for the calculation of the grant shall be the same as the one used for the calculation of the advance.</p> <p>(s) If both spouses are staff members in the UN common system, only the spouse receiving the child allowance for a child may claim the education grant or special education grant in respect of that child.</p>
--	--

<p>expenses used as the basis for the calculation of the special education grant shall be reduced by the amount of any benefits so received or receivable by the staff member.</p> <p>(p) The provision concerning the rates of exchange contained in (j) above shall also apply to the computation and payment of the special education grant for disabled children.</p> <p>(q) In circumstances where a staff member has to place a disabled child in an educational institution away from the duty station, expenses relating to special education grant travel may be reimbursed up to the cost of two trips per year between the educational institution and the duty station. In very exceptional circumstances and at the discretion of the Secretary-General, travel expenses may also be reimbursed for the person accompanying a disabled child. Transportation costs up to twice the reimbursement made for normal group transportation arrangements may be reimbursed for local transportation required for disabled children.</p>	<p><i>Special education grant for disabled children</i></p> <p><i>Purpose</i></p> <p>(t) The special education grant is designed to contribute to costs related to the education of disabled children.</p> <p><i>Eligibility</i></p> <p>(u) The special education grant is payable to staff members who hold a fixed-term, permanent or regular appointment, whether or not they serve in their home country, in respect of a disabled dependent child as defined in paragraph (a)(i) of this rule.</p> <p>(v) The special education grant is payable in respect of each disabled dependent child from the date on which the special teaching or training is required. Upon recommendation of the IMO Medical Adviser, the special education grant may be authorized for a disabled child attending an institution at the pre-primary level.</p> <p>(w) The special education grant shall not normally be paid beyond the end of the school year in which the dependent child reaches the age of 25. In exceptional circumstances and where certified by the IMO Medical Adviser, the grant may be extended up to the end of the school year in which the child reaches the age of 28.</p> <p><i>Admissible educational expenses</i></p> <p>(x) In addition to the expenses admissible under the regular education grant, the following expenses are also admissible under the special education grant:</p>
--	---

	<p>(i) expenses required to provide an educational programme designed to meet the needs of a disabled child in order that he/she may attain the highest possible level of functional ability. These may include:</p> <ul style="list-style-type: none">.1 charges for teaching or training services;.2 other costs or fees directly related to educational programmes that are not optional or related to extracurricular activities;.3 expenses for special equipment for educational purposes, if not covered under health insurance;.4 expenses for full board (food and lodging), even in the case of a child attending an institution at the duty station, if, as certified by the institution, such boarding is an integral part of the educational programme; <p>(ii) expenses incurred for local transportation that may be required for a disabled child, if organized by the educational institution.</p> <p><i>Conditions and reimbursement levels of the special education grant</i></p> <p>(y) The maximum amount of admissible expenses under the special education grant scheme corresponds to the maximum amount shown in the sliding scale of annex 1, table 3, of the Staff Regulations plus the flat rate for boarding when applicable.</p> <p>(z) Payment for each disabled child shall be 100 per cent of admissible expenses actually incurred, up to the maximum established for this entitlement.</p>
--	---

	<p>(aa) The amount of admissible educational expenses shall be reduced by the amount of benefits or similar payments received from other sources for the child's education and training. Staff members are required to report such benefits.</p> <p>(bb) If a disabled child is in full-time attendance at a regular educational institution and no special arrangements are made for the child at that institution, only the regular education grant may be payable, with no entitlement to the special education grant. In such cases, internationally recruited staff members serving in their home country and locally recruited staff members with a child attending a regular educational institution with no special arrangements shall not be entitled to education grant, whether regular or special.</p> <p>(cc) When a disabled child is in full-time attendance at a normal education institution, but special arrangements are made at that institution for the child concerned, the staff member may be entitled to reimbursement under special education grant provisions, i.e. 100 per cent of the maximum admissible education expenses. Capital assessment fee is not reimbursable in such case.</p>
--	--