

STAFF REGULATIONS

AND

RULES



Geneva, 2025

STAFF REGULATIONS AND RULES OF THE WORLD METEOROLOGICAL ORGANIZATION

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STAFF REGULATIONS AND RULES OF THE WORLD METEOROLOGICAL ORGANIZATION

Introduction

The Staff Regulations of the World Meteorological Organization (WMO) were adopted in accordance with Article 8(d) of the Convention of WMO by the First World Meteorological Congress in 1951 by Resolution 23(I). They were subsequently amended by Congress by Resolutions 14 (Cg-II), 34 (Cg-III), 36 (Cg-IV), 39 (Cg-V), 25 (Cg-VI), 43 (Cg-VII) and 38 (Cg-XI). The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the Secretariat staff of WMO. They represent the broad principles of personnel policy for the staffing and administration of the Secretariat.

The Staff Rules of WMO, which govern the conditions of service of the Organization, are established and enforced by the Secretary-General in accordance with the Staff Regulations.

Applicability

The Staff Regulations and Rules contained in this booklet (Rules 112.1 to 1123.4) are applicable to staff members at Headquarters and the regional offices. The term "staff members" means persons engaged by the Secretary-General other than consultants, holders of fee contracts, seconded experts, project personnel, persons engaged specifically for conferences or meetings, for auxiliary duties, for custodial duties, or for maintenance duties in offices away from Headquarters, or casual labourers. References in the Staff Regulations and Staff Rules to staff members apply to men and women except when it is clear from the context that they are intended to apply only to men or only to women.

Scope and purpose

The Staff Regulations and Rules embody the fundamental conditions of service and the basic rights, duties and obligations of the Secretariat staff of the World Meteorological Organization, hereinafter called the Organization. They represent the broad principles of personnel policy for the staffing and administration of the Secretariat. The Secretary-General, as the Chief administrative officer, shall provide and enforce such Staff Rules consistent with these principles as he considers necessary.

ARTICLE 1
DUTIES, OBLIGATIONS AND PRIVILEGES

Regulation 1.1 *Status of staff*

- (a) Staff members are international civil servants. Their responsibilities as staff members are not national but exclusively international. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct only with the interests of the Organization in view;
- (b) Staff members shall make the following written declaration witnessed by the Secretary-General or his or her authorized representative:

“I solemnly swear (undertake, affirm, promise) to exercise in all loyalty, discretion and conscience the functions entrusted to me as an international civil servant of the World Meteorological Organization, to discharge these functions and regulate my conduct with only the interests of the Organization in view, not to seek or accept instructions in regard to the performance of my duties from any Government or other authority external to the Organization and at all times to observe the Standards of Conduct for the International Civil Service and the WMO Code of Ethics for Staff. I also solemnly declare and promise to respect the obligations incumbent upon me as set out in the Staff Regulations and Rules”.
- (c) The Secretary-General shall ensure that the rights and duties of staff members, as set out in the WMO Convention, the Staff Regulations and Rules, the WMO administrative instructions as well as decisions of the World Meteorological Congress, are respected;
- (d) The Secretary-General shall seek to ensure that the paramount consideration in the determination of the conditions of service shall be the necessity of securing staff of the highest standards of efficiency, competence and integrity;
- (e) The Staff Regulations apply to all staff at all levels holding appointments under the Staff Rules;
- (f) The privileges and immunities enjoyed by WMO by virtue of Article 27 of the WMO Convention are conferred in the interests of WMO. These privileges and immunities furnish no excuse to the staff members who are covered by them to fail to observe laws and police regulations of the State in which they are located, nor do they furnish an excuse for non-performance of their private obligations. In any case where an issue arises regarding the application of these privileges and immunities, the staff member shall immediately report the matter to the Secretary-General, who alone may decide whether such privileges and immunities exist and whether they shall be waived in accordance with the relevant instruments.

Regulation 1.2 *Basic rights and obligations of staff*

Core values

- (a) Staff members shall uphold and respect the principles set out in the United Nations Charter, including faith in fundamental human rights, in the dignity and worth of the human person and in the equal rights of men and women. Consequently, staff members shall exhibit respect for all cultures; they shall not discriminate against any individual or group of individuals or otherwise abuse the power and authority vested in them;
- (b) Staff members shall uphold the highest standards of efficiency, competence and integrity. The concept of integrity includes, but is not limited to, probity, impartiality, fairness, honesty and truthfulness in all matters affecting their work and status;

General rights and obligations

- (a) Staff members are subject to the authority of the Secretary-General and to assignment by him or her to any of the activities or offices of WMO. In exercising this authority the Secretary-General shall seek to ensure, having regard to the circumstances, that all necessary safety and security arrangements are made for staff carrying out the responsibilities entrusted to them; In the performance of their duties staff members shall neither seek nor accept instructions from any Government or from any other source external to the WMO;
- (b) By accepting appointment, staff members pledge themselves to discharge their functions and regulate their conduct with the interests of WMO only in view. Loyalty to the aims, principles and purposes of WMO, as set forth in its Convention, is a fundamental obligation of all staff members by virtue of their status as international civil servants;
- (c) While staff members' personal views and convictions, including their political and religious convictions, remain inviolable, staff members shall ensure that those views and convictions do not adversely affect their official duties or the interests of WMO. They shall conduct themselves at all times in a manner befitting their status as international civil servants and shall not engage in any activity that is incompatible with the proper discharge of their duties with WMO. They shall avoid any action and, in particular, any kind of public pronouncement that may adversely reflect on their status, or on the integrity, independence and impartiality that are required by that status;
- (d) Staff members shall not use their office or knowledge gained from their official functions for private gain, financial or otherwise, or for the private gain of any third party, including family, friends and those they favour. Nor shall staff members use their office for personal reasons to prejudice the positions of those they do not favour;
- (e) Staff members may exercise the right to vote but shall ensure that their participation in any political activity is consistent with, and does not reflect adversely upon, the independence and impartiality required by their status as international civil servants;
- (f) Staff members shall exercise the utmost discretion with regard to all matters of official business. They shall not communicate to any Government, entity, person or any other source any information known to them by reason of their official position that they know or ought to have known has not been made public, except as appropriate in the normal course of their duties or by authorization of the Secretary-General. These obligations do not cease upon separation from service;

Honours, gifts or remuneration

- (g) No staff member shall accept any honour, decoration, favour, gift or remuneration from any Government;
- (h) If refusal of an unanticipated honour, decoration, favour or gift from a Government would cause embarrassment to WMO, the staff member may receive it on behalf of WMO and then report and entrust it to the Secretary-General, who will either retain it for WMO or arrange for its disposal for the benefit of WMO or for a charitable purpose;
- (i) No staff member shall accept any honour, decoration, favour, gift or remuneration from any non-governmental source without first obtaining the approval of the Secretary-General;

Conflict of interest

- (j) A conflict of interest occurs when, by act or omission, a staff member's personal interests interfere with the performance of his or her official duties and responsibilities or with the integrity, independence and impartiality required by the staff member's status as an international civil servant. When an actual or possible conflict of interest does arise, the conflict shall be disclosed by staff members to their head of office, mitigated by WMO and resolved in favour of the interests of WMO;
- (k) All staff members at the D.1 level and above shall be required to file financial disclosure statements on appointment and at intervals thereafter as prescribed by the Secretary-General, in respect of themselves, their spouses and their dependent children, and to assist the Secretary-General in verifying the accuracy of the information submitted when so requested. The financial disclosure statements shall include certification that the assets and economic activities of the staff members, their spouses and their dependent children do not pose a conflict of interest with their official duties or the interests of WMO. The financial disclosure statements will remain confidential and will only be used, as prescribed by the Secretary-General, in making determinations pursuant to Staff Regulation 1.2 (m). The Secretary-General may require other staff to file financial disclosure statements as he or she deems necessary in the interest of WMO;

Outside employment and activities

- (l) Staff members shall not engage in any outside occupation or employment without the prior approval of the Secretary-General;
- (m) The Secretary-General may authorize staff members to engage in an outside occupation or employment, whether remunerated or not, if:
 - (i) The outside occupation or employment does not conflict with the staff member's official functions or the status of an international civil servant;
 - (ii) The outside occupation or employment is not against the interest of WMO; and
 - (iii) The outside occupation or employment is permitted by local law at the duty station or where the occupation or employment occurs.

Use of property and assets

- (n) Staff members shall use the property and assets of WMO only for official purposes and shall exercise reasonable care when utilizing such property and assets;
- (o) Staff members must respond fully to requests for information from staff members and other officials of WMO authorized to investigate the possible misuse of funds, waste or abuse.

Rule 112.1 *Status of staff*

- (a) The declaration made by a staff member on appointment pursuant to Staff Regulation 1.1 (b) shall be placed in his or her official status file. A new declaration shall be made after a break in service that exceeds three months.
- (b) The declaration administered under Staff Regulation 1.1 (b) shall not prevent the close collaboration of staff with a Government pursuant to an agreement between the Government and WMO.

Rule 112.2 Basic rights and obligations of staff**General**

- (a) Staff members shall follow the directions and instructions properly issued by the Secretary-General and by their supervisors.
- (b) Staff members must comply with local laws and honour their private legal obligations, including, but not limited to, the obligation to honour orders of competent courts.
- (c) Staff members have the duty to report any breach of WMO regulations and rules to the officials whose responsibility it is to take appropriate action and to cooperate with duly authorized audits and investigations. Staff members shall not be retaliated against for complying with these duties.
- (d) Disciplinary procedures set out in Article 10 of the Staff Regulations and Rules may be instituted against a staff member who fails to comply with his or her obligations and the standards of conduct set out in the Convention of WMO, the Staff Regulations and Rules, the Financial Regulations and Rules and Standing instructions.
- (e) Every staff member has a responsibility to carry out their duties in a resource efficient way minimizing environmental harm.¹

Staff members are required to take all reasonable and practicable measures to prevent or minimize environmental harm. In carrying out their functions, staff must consider:

- (i) The overall impact of the nature of activities on the natural environment;
- (ii) Nature of the harm or potential harm;
- (iii) Sensitivity of the natural environment he/she is operating in;
- (iv) Best practice; and
- (v) Appropriateness of possible measures preventing or minimizing environmental harm.

Specific instances of prohibited conduct

- (f) Sexual exploitation and abuse is prohibited. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or the age of consent locally, except where a staff member is legally married to a person who is under the age of 18 but over the age of majority or consent in his or her country of citizenship. Mistaken belief in the age of a child is not a defence. The exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour, is prohibited. WMO staff members are obliged to create and maintain an environment that prevents sexual exploitation and sexual abuse.
- (g) Any form of discrimination or harassment, including sexual or gender harassment, as well as abuse in any form at the workplace or in connection with work, is prohibited.
- (h) Staff members shall not disrupt or otherwise interfere with any meeting or other official activity of WMO, including activity in connection with the administration of justice system, nor shall staff members threaten, intimidate or otherwise engage in any conduct intended, directly or indirectly, to interfere with the ability of other staff members to discharge their official functions. Staff members shall not threaten, retaliate or attempt

¹ Environmental harm is any adverse effect on the quality or physical characteristic of the environment that is conducive to ecological health, public amenity or safety.

to retaliate against such individuals or against staff members exercising their rights and duties under the present rules.

- (i) Staff members shall not intentionally misrepresent their functions, official title or the nature of their duties to Member States or to any entities or persons external to WMO.
- (j) Staff members shall not intentionally alter, destroy, falsify or misplace or render useless any official document, record or file entrusted to them by virtue of their functions, which document, record or file is intended to be kept as part of the records of WMO.
- (k) Staff members shall not seek to influence Member States, principal or subsidiary organs of WMO or expert groups in order to obtain a change from a position or decision taken by the Secretary-General, including decisions relating to the financing of Secretariat programmes or units, or in order to secure support for improving their personal situation or the personal situation of other staff members or for blocking or reversing unfavourable decisions regarding their status or their colleagues' status.
- (l) Staff members shall neither offer nor promise any favour, gift, remuneration or any other personal benefit to another staff member or to any third party with a view to causing him or her to perform, fail to perform or delay the performance of any official act. Similarly, staff members shall neither seek nor accept any favour, gift, remuneration or any other personal benefit from another staff member or from any third party in exchange for performing, failing to perform or delaying the performance of any official act.

Honours, gifts or remuneration

- (m) No staff member shall accept any honour, decoration, favour, gift or remuneration from any Government. However, if refusal of an unanticipated honour, decoration, favour or gift from a Government would cause embarrassment to WMO, the staff member may receive it on behalf of WMO provided that it is reported and entrusted to the Secretary-General through established procedures.
- (n) Acceptance by staff members of any honour, decoration, favour, gift or remuneration from non-governmental sources requires the prior approval of the Secretary-General. Approval shall be granted only in exceptional cases and where such acceptance is not incompatible with the interests of WMO and with the staff member's status as an international civil servant. If circumstances do not allow for prior approval or if refusal of an unanticipated honour, decoration, favour or gift, including a minor gift of essentially nominal value, would cause embarrassment to WMO, staff members may receive it on behalf of WMO provided that it is reported and entrusted to the Secretary-General through established procedures.
- (o) The Secretary-General may authorize staff members to accept from a non-governmental source or a university or a related institution, academic awards, distinctions and tokens of a commemorative or honorary character, such as scrolls, certificates, trophies or other items of essentially nominal monetary value.
- (p) Staff members, as part of their official functions, will be expected from time to time to attend governmental or other functions such as meetings, conferences, meals and diplomatic receptions. Such attendance is not considered receipt of a favour, gift or remuneration within the meaning of the Staff Regulations and Rules.
- (q) Staff members shall not accept any gift, remuneration or favour from any source having or seeking to have any type of contractual relationship with WMO.

Conflict of interest

- (r) A staff member whose personal interests interfere with the performance of his or her official duties and responsibilities or with the integrity, independence and impartiality required by the staff member's status as an international civil servant shall disclose any such actual or possible interest to the head of office and, except as otherwise authorized by the Secretary-General, formally excuse himself or herself from participating with regard to any involvement in that matter which might give rise to a conflict of interest situation.
- (s) Pursuant to Staff Regulation 1.2 (n), the Secretary-General shall establish procedures for the filing and utilization of financial disclosure statements.

Outside employment and activities

- (t) Staff members shall not engage in any outside occupation or employment, whether remunerated or not, without the approval of the Secretary-General.
- (u) Staff members shall not, except in the normal course of official duties or with the prior approval of the Secretary-General, engage in any outside activities that relate to the purpose, activities or interests of WMO. Outside activities include but are not limited to:
 - (i) Issuing statements to the press, radio or other agencies of public information;
 - (ii) Accepting speaking engagements;
 - (iii) Taking part in film, theatre, radio or television productions;
 - (iv) Submitting articles, books or other material for publication, or for any electronic dissemination.

Approval may be granted in accordance with Staff Regulation 1.2 (p).

- (v) Membership in a political party is permitted, provided that such membership does not entail action, or an obligation to take action, by the staff member contrary to Staff Regulation 1.2 (h). The payment of normal financial contributions to a political party shall not be construed as an activity inconsistent with the principles set out in Staff Regulation 1.2 (h).
- (w) The Secretary-General shall establish procedures whereby staff may seek in confidence clarification as to whether proposed outside activities would conflict with their status as international civil servants.

Travel and per diem for outside activities

- (x) Staff members who are authorized by the Secretary-General to participate in activities related to the work of WMO which are organized by a Government, intergovernmental organization, non-governmental organization or other private source may receive from that organizing entity accommodation, travel and subsistence allowance generally in line with those payable by WMO. In such cases the daily subsistence allowance that may otherwise be payable by WMO shall be reduced.

Rule 112.3 Performance of staff

- (a) Staff members shall be evaluated for their efficiency, competence and integrity through performance appraisal mechanisms that shall assess the staff member's compliance with the standards set out in the Staff Regulations and Rules for purposes of accountability.
- (b) The Secretary-General shall seek to ensure that appropriate learning and development programmes are available for the benefit of staff.
- (c) In accordance with Staff Rule 145.2, performance reports shall be prepared regularly for all staff members, including at the Assistant Secretary-General level and above, in accordance with procedures promulgated by the Secretary-General.

Rule 112.4 Hours of work and official holidays

- (a) The Secretary-General shall set the normal number of working hours per week for each duty station. Exceptions may be made by the Secretary-General as the needs of service may require. A staff member may be required to work beyond the normal number of working hours whenever requested to do so.
- (b) Part-time work may be authorized under terms and conditions established by the Secretary-General;
- (c) A staff member shall be required to work beyond the normal tour of duty whenever requested to do so.
- (d) The following days are regarded as official holidays in Geneva:

New Year's Day
Good Friday
Easter Monday
Ascension Day
Whit Monday
Bundesfeier (Swiss National Day)
Christmas Day

Three further days during the Christmas season are designated each year by the Secretary-General. If any such day occurs on a Saturday or Sunday, the preceding Friday shall be considered an official holiday in lieu of Saturday and the following Monday in lieu of Sunday;

- (e) The Secretary-General shall establish the official holidays for each duty station away from Headquarters, and notify the staff of these holidays.

Rule 112.5 Notification by staff members and obligation to supply information

- (a) Staff members shall be responsible for supplying the Secretary-General with relevant information, as required, both during the application process and on subsequent employment, for the purpose of determining their status under the Staff Regulations and Rules as well as for the purpose of completing administrative arrangements in connection with their employment. Staff members shall be held personally accountable for the accuracy and completeness of the information they provide.
- (b) Staff members shall also be responsible for promptly notifying the Secretary-General, in writing, of any subsequent changes affecting their status under the Staff Regulations or Staff Rules.

- (c) A staff member who intends to acquire permanent residence status in any country other than that of his or her nationality or who intends to change his or her nationality shall notify the Secretary-General of that intention before the change in residence status or the change in nationality becomes final.
- (d) A staff member who has been arrested, charged with an offence other than a minor traffic violation or summoned before a court as a defendant in a criminal proceeding, or who has been convicted, fined or imprisoned for any offence other than a minor traffic violation shall immediately report the fact to the Secretary-General.
- (e) A staff member may at any time be required by the Secretary-General to supply information concerning facts anterior to his or her appointment and relevant to his or her suitability or concerning facts relevant to his or her integrity, conduct and service as a staff member.

Rule 112.6 *Staff member's beneficiaries*

- (a) At the time of appointment, each staff member shall nominate a beneficiary or beneficiaries in writing in a form prescribed by the Secretary-General. It shall be the responsibility of the staff member to notify the Secretary-General of any revocations or changes of beneficiaries.
- (b) In the event of the death of a staff member, all amounts due to the staff member will be paid to his or her nominated beneficiary or beneficiaries, subject to application of the Staff Rules and of the Regulations of the United Nations Joint Staff Pension Fund. Such payment shall afford WMO a complete release from all further liability in respect of any sum so paid.
- (c) If a nominated beneficiary does not survive, or if a designation of beneficiary has not been made or has been revoked, the amount due to the staff member will, upon the staff member's death, be paid to his or her estate.

Rule 112.7 *Financial responsibility*

Staff members shall exercise reasonable care in any matter affecting the financial interests of WMO, its physical and human resources, property and assets.

Rule 112.8 *Liability insurance*

Staff members who own or drive motor cars shall carry public liability and property damage insurance in an amount adequate to insure them against claims arising from injury or death to other persons or from damage to the property of others caused by their cars.

Rule 112.9 *Proprietary rights*

All rights, including title, copyright and patent rights, in any work performed by a staff member as part of his or her official duties shall be vested in WMO.

Rule 112.10: *Change of official duty station*

A change of official duty station shall take place when a staff member is assigned from one office of the Organization to another for a fixed period exceeding six months or for an indefinite period. Detailment of a staff member from his or her official duty station for service with a WMO mission or conference shall not constitute a change of official duty station within the meaning of these Rules.

Rule 112.11: Inter-agency loans

The Secretary-General may loan the services of a staff member to the United Nations, to a specialized agency or other intergovernmental organization, provided such loan in no way diminishes the rights or entitlements of the staff member under his or her letter of appointment to the Organization.

Regulation 1.3 Performance of staff

- (a) Staff members are accountable to the Secretary-General for the proper discharge of their functions. Staff members are required to uphold the highest standards of efficiency, competence and integrity in the discharge of their functions. Their performance will be appraised periodically to ensure that the required standards of performance are met;
- (b) The whole time staff members shall be at the disposal of the Secretary-General for the performance of official functions. The Secretary-General shall establish a normal working week and shall establish official holidays for each duty station. Exceptions may be made by the Secretary-General as the needs of the service may require, and staff members shall be required to work beyond the normal tour of duty when requested to do so.

ARTICLE 2
CLASSIFICATION OF POSTS AND STAFF

Regulation 2.1 In conformity with relevant decisions of Congress the Secretary-General shall make appropriate provisions for the classification of posts and staff according to the nature of the duties and responsibilities required.

Rule 121.1 **Classification of posts and staff**

- (a) The importance of the duties and responsibilities attaching to each grade shall be determined by the Secretary-General in accordance with the standards promulgated by the International Civil Service Commission;
- (b) The Secretary-General shall determine the place of each post within the following classification:
- (i) Posts are classified into the Director, Professional and General Service categories;
- (ii) Director and Professional posts are those which require a university degree or its equivalent in a combination of education, training and experience, and which are subject to international recruitment;

The Director category includes the following grades in descending order of difficulty and responsibility:

D.2
D.1

The Professional category includes the following grades in descending order of difficulty and responsibility:

P.5
P.4
P.3
P.2
P.1

- (iii) General Service posts are those which do not normally require a university degree or its equivalent and which are normally filled through local recruitment;

The General Service category consists of the following grades in descending order of difficulty and responsibility:

G.7
G.6
G.5
G.4
G.3
G.2
G.1

- (c) The grading standards, fixing the level of duties and responsibilities and the requisite qualifications of posts, shall be brought to the notice of the staff;
- (d) Procedures for maintaining post descriptions accurate, current and correctly graded shall be promulgated by the Secretary-General.

ARTICLE 3

SALARIES AND RELATED ALLOWANCES

Regulation 3.1 Subject to the approval of the Executive Council with respect to changes in the salary scales, salaries of staff members other than in the General Service category shall be determined by the Secretary-General in accordance with the grades and corresponding gross and net salary scales applicable to United Nations personnel. The rate of pay for staff in the General Service category shall be determined by the Secretary-General in accordance with the equivalent scales for the office of the United Nations at Geneva.

Rule 131.1 ***Salary scales, Professional category and above***

The salary scales for staff members in the Professional category and above are shown in Appendix A.1 to these Rules.

Rule 131.2 ***Salary scales, General Service category***

The salary scales for staff members in the General Service category at Geneva are shown in Appendix B.1 to these rules.

Rule 131.3 ***Wage rates for manual workers***

The Secretary-General shall establish the wage rates for full-time manual workers in the light of the corresponding scales of the United Nations offices.

Rule 131.4 ***Salary and wages for locally recruited mission personnel***

The Secretary-General shall establish salary or wage rates for personnel specifically recruited for service at Regional Offices or with a mission from within the general area of the mission in the light of the corresponding scales of the United Nations offices.

Rule 131.5 ***Salary on initial appointment***

Unless otherwise decided by the Secretary-General or on transfer from the United Nations or another specialized agency, a staff member on initial appointment shall be placed in the first step of the grade of his or her post.

Rule 131.6 ***Salary and wage increments***

- (a) Satisfactory service for the purpose of awarding a salary increment shall be defined, unless otherwise decided by the Secretary-General in any particular case, as satisfactory performance and conduct of staff members in their assignments as evaluated by their supervisors;
- (b) Salary and wage increments shall be effective on the first day of the pay period in which the service requirements are completed, with the proviso that such increments shall not be earlier than the first day of the pay period in which a staff member returns to pay status from a period of leave without pay. No increment shall be paid in the case of staff members whose services will cease during the month in which the increment would otherwise have been due;
- (c) Salary increments within the levels set forth in the salary scales shall be awarded annually on the basis of satisfactory service, except that for staff members in the Professional levels, any increments above step VII shall be preceded by two years at the previous step;

- (d) Salary increments at the D.1 level shall be awarded annually, except that any increment above step IV shall be preceded by two years at the previous step. Salary increments at the D-2 level shall be awarded biennially;
- (e) If a staff member with satisfactory service is transferred to a lower salary level, his or her service since the last increment shall be credited towards the next increment within the lower level. If a staff member whose service has not been satisfactory is transferred to a lower salary level, his or her eligibility for salary increment at the lower level will be based on satisfactory service at the lower level.

Rule 131.7 Overtime and compensatory time off (CTO)

- (a) A staff member in the General Service category, who is required to work beyond the scheduled workday or scheduled workweek or during any of the designated WMO official holidays, shall be given compensatory time off. Overtime work commences after the scheduled workday or workweek. All overtime work must be approved by the supervisor before it is undertaken, to provide a specified deliverable and cannot be used for regular work that is expected to be done within the normally planned work.
- (b) Should the exigencies of service permit, and subject to the exceptional prior approval of the Secretary-General (through D/LCA), compensatory time off may be granted to staff members serving in the Professional and higher categories who have been required to work substantial or recurrent periods of overtime.

Rule 131.8 Night differential

- (a) When any part of the prescribed tour of duty of a General Service category official falls between 7 p.m. and 8 a.m. he or she shall be paid an hourly night differential at the rate of 25 per cent of the hourly basic salary of the official's grade and step, plus non-resident's allowance and/or language allowance(s) if any. A night differential shall not be paid in respect of any hours of work which are compensated under Rule 131.7 nor in respect of any hours during which an official has been authorized to travel;
- (b) When any part of the prescribed tour of duty of a General Service category official falls on a Saturday after 1 p.m. or on a Sunday or on an official holiday, he or she shall be paid an hourly differential at the same rate and under the same conditions as the night differential provided in paragraph (a);
- (c) The Secretary-General shall establish the conditions regarding night-time tours of duty in respect of Regional Offices;
- (d) The Secretary-General shall establish the conditions regarding night-time tours of duty in respect of missions.

Rule 131.9 Salary advances

- (a) Salary advances may be made to staff members under the following circumstances and conditions:
 - (i) Upon departure for extended official travel or for approved leave involving absence from duty, up to the amount that would fall due for payment during the anticipated period of absence;
 - (ii) In cases where staff members do not receive their regular pay cheque through no fault of their own, in the amount due;
 - (iii) Upon separation, where final settlement of pay accounts cannot be made at the time of departure, subject to the advance not exceeding eighty per cent of the estimated final payments due;

- (iv) In cases where new staff members arrive without sufficient funds, in such amounts as the Secretary-General deems appropriate;
- (v) Upon change of official duty station or detail to mission duty, in such amounts as the Secretary-General deems appropriate.
- (b) The Secretary-General may, in exceptional and compelling circumstances, and if the request of the staff member is supported by a detailed justification in writing, authorize an advance for any reason other than those enumerated above;
- (c) Salary advances, other than those referred to in (i), (ii) and (iii) of paragraph (a) above, shall be liquidated at a constant rate as determined at the time the advance is authorized, in consecutive pay periods commencing not later than the period following that in which the advance is made.

Regulation 3.2 All salaries, and all terminal payments computed under Staff Regulation 3.1, unless specifically exempted by the Secretary-General at the time of appointment, shall be subject to an assessment as determined by the United Nations. The amount of salary remaining after deduction of the assessment is known as "net salary".

Rule 132.1 Staff assessment

- (a) (i) Salaries, for staff members in the Professional category or above, shall be subject to an assessment at the following rates:

Total assessable payments per year (in US dollars)	Staff assessment rates for purposes of pensionable remuneration and pensions (in percentages)
Up to 20 000	11
20 001 to 40 000	18
40 001 to 60 000	25
60 001 and above	30

Total assessable payments per year (in US dollars)	Staff assessment to be used in conjunction with gross base salaries (effective 1 January 2017)
	Staff assessment rates (in percentages)
First 50 000	17
Next 50 000	24
Next 50 000	30
Remaining assessable payments	34

- (ii) Salaries, for staff members in the General Service category, shall be subject to an assessment at the following rates:

Staff assessment rates for gross pensionable remuneration and gross salaries purposes	
Total assessable payments per year (in US dollars)	Assessment (in percentages)
Up to 20 000	19
20 001 to 40 000	23
40 001 to 60 000	26
60 001 and above	31

- (iii) In the case of staff whose salary scales are established in currencies other than United States dollars, the relevant amounts to which the assessment applies shall be fixed at the local currency equivalent of the above-mentioned dollar amounts at the time the salary scales of the staff concerned are approved;
- (b) Where a staff member is subject both to staff assessment under this plan and to national income taxation in respect of the salaries and emoluments paid to him by the World Meteorological Organization, the Secretary-General is authorized to refund to him or her the amount of staff assessment collected from him or her;
- (c) The amount of such refund shall not exceed the amount of his or her income tax paid and payable in respect of his or her WMO salaries and emoluments;
- (d) If the amount of such income tax exceeds the amount of staff assessment, the Secretary-General may also pay to the staff member the amount of such excess;
- (e) A payment under the conditions prescribed in the two preceding paragraphs is authorized in respect of post adjustments and other benefits which are not subject to staff assessment but may be subject to national income taxation.
- (f) Any income tax refund authorized by the Secretary-General shall not exceed the amounts reimbursed under the (Tax Reimbursement) Agreement(s) signed between the Organization and the relevant Member State.

Regulation 3.3 The basic salary rates for Professional category staff shall be adjusted by application of the appropriate United Nations post adjustments.

Rule 133.1 **Post adjustment**

- (a) In order to adjust for cost-of-living variations at different duty stations in relation to a base index, there shall be added a post adjustment to the net base salary of a staff member in the Professional category and above;
- (b) The amount of post adjustment for each level and step shall be determined for each duty station by applying the multiplier of the post adjustment classification for the duty station to one per cent of the corresponding net base salary;
- (c) The post adjustment index for each duty station and the corresponding multiplier shall be determined at regular intervals by the International Civil Service Commission;
- (d) While the salary of a staff member is normally subject to the post adjustment of his or her duty station during assignments for one year or more, alternative arrangements may be made by the Secretary-General under the following circumstances:
 - (i) A staff member who is assigned to a duty station classified lower in the schedule of post adjustments than the duty station in which he or she has been serving may continue to receive for a reasonable period the post adjustment applicable to the latter while the members of his or her immediate family (spouse and children) remain at that duty station;
 - (ii) When a staff member is assigned to a duty station for less than one year, the Secretary-General shall decide at that time whether to apply the post adjustment applicable to the duty station and, if appropriate, to pay a settling-in grant under Rule 171.18 and field allowances and benefits under Rule 134.4 or, in lieu of the above, to authorize appropriate subsistence payments;
 - (iii) When the Secretary-General designates an assignment as a special mission assignment under Rule 134.3, with provision for a mission subsistence allowance, the post adjustment for the mission area will not be applicable.

Regulation 3.4 The Secretary-General shall establish a scheme for the payment of dependency benefits, education grants and other such allowances as he may consider necessary in the interests of the Organization and in accordance with grants, allowances and benefits afforded to the United Nations personnel.

Rule 134.1 **Dependency allowances**

- (a) The dependency allowances, which are applicable to the different categories of staff, are determined by the Secretary-General. The dependency allowance shall normally be payable in accordance with the applicable rates, unless otherwise provided by the Secretary-General;
- (i) A dependent spouse allowance in the amount of 6 per cent of net base salary plus post adjustment shall be paid to a staff member in the Professional and higher categories and in the Field Service category with a recognized dependent spouse, under conditions established by the Secretary-General;
- (ii) A staff member in the Professional and higher categories and in the Field Service category recognized as a single parent shall receive a single parent allowance in the amount of six per cent of net base salary plus post adjustment in respect of the first dependent child, under conditions established by the Secretary-General. When a staff member in receipt of a single parent allowance receives a direct governmental grant for the same purpose as this allowance, the amount received as a government grant shall be deducted from the single parent allowance payable under this rule. No single parent allowance is payable if the governmental grant is equal to or exceeds the rate set out under the Staff Rules. A staff member who receives a single parent allowance in respect of the first dependent child shall not be eligible for payment of a child allowance for that child;
- (iii) A dependent child allowance in the amount indicated in Appendix A.4 shall be paid to eligible staff members for each recognized dependent child, under conditions established by the Secretary-General. When a staff member or his or her spouse receives a direct governmental grant in respect of the same child for the same purpose as this allowance, the amount received as a government grant shall be deducted from the dependent child allowance payable under this rule. No dependency child allowance is payable if the governmental grant is equal to or exceeds the rate set out under the Staff Rules;
- (b) If both a staff member and his or her spouse are staff members of a United Nations organization, the staff member may claim under (a) (iii) above upon submission of proof that his or her spouse is not in receipt of the same allowance;
- (c) The following definitions shall govern the payment of dependency allowances:
- (i) A "dependent spouse" shall be a spouse whose earnings, if any, do not exceed the lowest entry level of the United Nations General Service gross salary scales applicable to the place of work of the staff member's spouse which were in force on 1 January of the year concerned, provided that, in the case of staff in the Professional category or above, the amount shall not be less than the lowest entry level at the base of the salary system (i.e. G.2, step 1 in New York);
- (ii) A "dependent child" shall be any of the following children for which the staff member certifies he or she provides the main and continuing support, provided that the child is under 18 years of age or, if in full-time attendance at a school or university (or similar institution), under the age of 21 years:
- The staff member's natural or legally adopted child, or stepchild if residing with the staff member;
 - Any other child residing with the staff member, subject to the production of documentation proving that the staff member provides the main and

continuing support and has legal responsibility for the child as a member of the family and of evidence that legal adoption is not possible.

Satisfactory documentary evidence must always be produced to show that the staff member has assumed responsibility for the main and continuing support of the child in the following cases:

- If divorce or legal separation has occurred and the natural or legally adopted child or stepchild above is not residing with the staff member;
- If the child is married;

Attendance at a boarding school, or a similar educational arrangement, will not, by itself, be interpreted as meaning that a child is not residing with the staff member;

The age and school attendance requirements shall not apply if any child for whom a dependency allowance is claimed is physically or mentally incapacitated for substantial gainful employment either permanently or for a period expected to be of long duration;

- (iii) A "secondary dependent" shall be a father, mother, brother or sister for whom the staff member can demonstrate that he or she provides more than half the support and in any case at least twice the amount of the allowance claimed, provided that brothers and sisters shall be subject to the same age and school attendance conditions as for a child. An allowance for a secondary dependent shall not be paid in respect of more than one dependent parent, brother or sister, and such payment shall not be made when there is financial recognition of a dependent spouse;
- (d) Claims for dependency allowances shall be submitted in writing and supported by evidence satisfactory to the Secretary-General. A separate claim for the dependency allowance shall be made each year. Staff members shall be responsible for reporting to the Secretary-General any change in status of a dependent affecting the payment of this allowance;
- (e) Transitional measures will be implemented as follows:
 - (i) Staff members in receipt of the dependency rate of salary in respect of a dependent child at the time of conversion to the unified salary scale structure will receive a transitional allowance of 6 per cent of net base salary plus post adjustment in respect of that dependent child. No dependent child allowance shall be paid concurrently in that case;
 - (ii) The allowance will be reduced by one percentage point of net base salary plus post adjustment every 12 months thereafter;
 - (iii) When the amount of the transitional allowance becomes equal to or less than the amount of the dependent child allowance, the latter amount will be payable in lieu thereof;
 - (iv) The transitional allowance will be discontinued if the child in respect of whom the allowance is payable loses eligibility.

Rule 134.2 Education grant

Definitions

- (a) For the purpose of this Rule:
 - (i) "Child" means a child of a staff member who is dependent upon the staff member for main and continuing support. "Child with disability" 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 153.1. 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;

"Admissible expenses" means tuition, mother tongue language tuition, enrolment-related fees and subject to the provisions in paragraph (e) below, boarding expenses.

Eligibility

- (b) A staff member who is regarded as an international recruit under Rule 142.3 and who resides and serves at a duty station which is outside his or her home country shall be entitled to an education grant in respect of each child in full-time attendance at a primary school, secondary school, university or similar educational institution. Education shall not be deemed "primary" unless the child is five years of age or older at the beginning of the school year or when the child reaches the age of five within three months of the beginning of the school year. Exceptionally, a lower minimum eligibility age could be accepted for those educational institutions which, by virtue of law, require an earlier start of formal education. The Secretary-General may also authorize payment of the education grant, during mission service, to a staff member regarded under Rule 142.2 as a local recruit at his or her normal official duty station.

The grant shall not, however, be payable in respect of:

- (i) Attendance at a kindergarten or nursery school at the pre-primary level;
 - (ii) Attendance at a free school or one charging only nominal fees, at the duty station;
 - (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;
 - (iv) Private tuition, except "mother tongue language tuition" at duty stations where satisfactory school facilities for learning that language are not available; or
 - (v) Vocational training or apprenticeships which either do not involve full-time schooling or in which the child receives payment for services rendered;
- (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 or attains a first post-secondary degree, whichever comes first;
 - (ii) The grant will not normally be payable beyond the school year in which the child reaches the age of twenty-five 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.

Amount of the grant

Admissible expenses actually incurred shall be reimbursed at the rates indicated in the global sliding scale established in Appendix A.2;

In addition to the reimbursement of admissible expenses, a lump-sum amount of USD 5 000 shall be paid to staff members serving in A to E-category duty stations whose child attends boarding school at the primary or secondary level outside the duty station. In exceptional cases, the lump-sum boarding assistance may be granted to a staff member serving in H-

category duty stations in respect of a child attending boarding school at the primary and secondary levels outside the duty station, at the discretion of the Secretary-General;

- (d) Non-reimbursable capital assessment fees charged by educational institutions shall be reimbursed outside the education grant scheme, under conditions to be established by the Secretary-General;
- (e) Where attendance is for less than two thirds of the scholastic year, the amount of the grant, the boarding lump-sum and capital assessment fees for that year shall be that proportion of the grant or allowance otherwise payable which the period of attendance bears to the full scholastic year;
- (f) Where the period of service of the staff member does not cover the full scholastic year, the amount of the grant, the boarding lump-sum and capital assessment fees for that year shall normally be that proportion of the grant or allowance otherwise payable which the period of service bears to the full scholastic year;
- (g) Advances based on the estimated amount of the education grant, boarding lump-sum and reimbursable capital assessment fees may be paid at the beginning of each school year under conditions established by the Secretary-General;
- (h) Travel expenses in connection with education may be paid under the terms and conditions laid down in Rule 171.4 (b);

Tuition of the mother tongue

- (i) The Secretary-General will decide in accordance with United Nations practices whether the education grant shall be paid to a staff member serving in a country whose language is different from his or her own and who is obliged to pay for tuition of the mother tongue for a dependent child attending a local school in which the instruction is given in a language other than his or her own;

Claims

- (j) Claims for the education grant shall be submitted in writing and supported by evidence satisfactory to the Secretary-General;

Rates of exchange

- (k) For the purpose of applying the scales of reimbursement set out in paragraphs (d) and (f) above, when the expenses incurred are in a currency other than the United States dollar, the rate of exchange to be used shall be whichever United Nations operational rate of exchange yields more units of the other currency during the scholastic year;

Special education grant for children with disabilities

- (l) A special education grant for a child with a disability shall be available to staff members of all categories, whether serving in their home country or not, provided that they have an appointment of one year or longer or have completed one year of continuous service;
- (m) Admissible expenses for the special education grant shall include those education expenses required to provide an educational programme designed to meet the needs of the child with a disability so that he or she may attain the highest level of functional ability, under conditions established by the Secretary-General;
- (n) The amount of the grant shall be 100 per cent of the admissible educational expenses actually incurred, subject to a maximum reimbursement equal to the upper limit of the top bracket of the global sliding scale established in Appendix A.2 plus the amount of USD 5 000 equivalent to the lump-sum for boarding assistance;

- (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 Secretary-General may extend the age limit 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 does not cover the full school year or calendar year, the amount of the grant, the boarding lump-sum and reimbursement of capital assessment fees shall be that proportion of the annual grant or allowance which the period of service bears to the full school or calendar year;
- (q) 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 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;
- (r) The provision concerning the rates of exchange contained in paragraph (l) above shall also apply to the computation and payment of the special education grant for disabled children.

Rule 134.3 *Salary and allowances during mission assignments*

- (a) The Secretary-General may designate special mission assignments, including assignments for periods of one year or more, during which a mission subsistence allowance shall be authorized in lieu of field allowances and benefits under Rule 134.4, the settling-in grant under Rule 171.18 and any post adjustment to the area applicable under Rule 133.1. Where such a designation has been made, the mission subsistence allowance shall be payable to staff members recruited or assigned from outside the area of the mission, and the salaries of staff members assigned from another duty station shall continue to be subject to the post adjustment and allowances, if any, applicable at the duty station from which the staff members were assigned;
- (b) The Secretary-General shall establish the rates and conditions for the mission subsistence allowance payable on each such assignment. Eligible staff members who have a dependent spouse or one or more dependent children may be authorized to receive a higher rate of mission subsistence allowance than staff members not having such dependants. The allowance may be paid wholly or partially in the currency of the mission area or in the form of provision of food and/or lodging in kind;
- (c) The Secretary-General may pay a clothing allowance to staff members who are assigned to service with a mission in a tropical or arctic area.

Rule 134.4 *Field allowances and benefits*

- (a) Staff members assigned or transferred to a duty station for a period of one year or longer shall receive a non-pensionable field allowances and benefits designed to recognize varying degrees of hardship at different duty stations and provide incentives for mobility. For that purpose, duty stations are categorized according to conditions of life and work and on the basis of criteria agreed upon among the international organizations concerned for classifying duty stations. Headquarters, North American and European duty stations and similar designated locations shall be categorized H duty stations, whereas all other duty stations shall be categorized from A to E;

- (b) A mobility incentive is payable to staff members who have completed five years of uninterrupted service with WMO or other United Nations Organizations. At duty stations in categories A to E, the incentive is payable to staff members who are serving at their second or subsequent duty station. It is not payable at "H" category duty stations. It will be increased by 25 per cent upon the fourth assignment of a staff member and by 50 per cent upon the seventh assignment. After five years of uninterrupted service at the same duty station, the amount of the mobility element of the incentive shall cease to be paid. The approved amounts are shown in Appendix A.3;
- (c) A hardship allowance is payable from beginning of the first assignment to a duty station in categories B to E for the full duration of the staff member's assignment at the rate corresponding at any given time to the classification of the duty station. The approved amounts are shown in Appendix A.3;
- (d) A non-family service allowance is payable from beginning of the first assignment to a duty station which is categorized as a non-family duty station for the full duration of the staff member's assignment and depending on the family status. The approved amounts are shown in Appendix A.3;
- (e) The Secretary-General may establish transitional measures under specific circumstances with regard to the previously existing non-removal allowances.

Rule 134.5 *Non-resident's allowance*

- (a) Staff members in the General Service category who have been recruited from outside the country in which the duty station is located, or in respect of whom the Organization assumes an obligation to repatriate, shall receive a non-resident's allowance at the rate shown in paragraph (d) below, provided that in no case shall the allowance be paid to a staff member whose nationality within the meaning of Rule 142.4 is that of the country of his or her duty station or to a staff member while he or she is excluded under Rule 142.3;
- (b) The non-resident's allowance shall be taken into account in determining medical and group insurance contributions, overtime and night differential compensation, payments and indemnities on separation;
- (c) (i) The non-resident's allowance is set by comparison with the assignment allowance for staff in the Professional category at grades P.4 and below at locations outside Europe and North America;
- (ii) The non-resident's allowance is paid for a fixed duration of five years following the arrival at certain duty stations (outside Europe, North America and South America) designated by the International Civil Service Commission;
- (iii) The non-resident's allowance is a non-pensionable element of remuneration. Eligible staff members recruited before 1 September 1983 will continue to receive the non-resident's allowance at the level and under the conditions in force on 31 August 1983;
- (d) The amount of the non-resident's allowance is established as follows:
- (i) At duty stations in Europe, North America and South America: 0;
- (ii) At designated duty stations:

Single rate	Dependency rate
the equivalent of USD 2 400	the equivalent of USD 3 000

- (e) Staff members recruited specifically for service with a mission shall not be eligible for non-resident's allowance.

Rule 134.6 *Rental subsidy*

- (a) Staff members in the Professional category and above who have to rent housing accommodation at commercial rates substantially higher than the average rental cost used in calculating the post adjustment index will be paid a supplement to the post adjustment in the form of a rental subsidy under conditions established by the Secretary-General;

When housing accommodation is provided by the Organization, by a government or by a related institution at no cost or at a substantially lower cost than the average rent cost used in calculating the post adjustment index, a rental deduction shall be applied under the same conditions;

- (b) Staff members in the General Service category who are recruited as from 1 September 1983 on a non-local basis to serve in those duty stations where the non-resident's allowance is set at zero will be eligible for a rental subsidy, on a trial basis, under the same modalities as applied to staff in the Professional category and above at Headquarters. However, the rental subsidy should not exceed the equivalent of USD 2 400 per annum for a single staff member and of USD 3 000 per annum for a staff member with dependants.

Rule 134.7 *Language allowance*

- (a) A staff member in the General Service category shall be paid a language allowance if he or she passes a test, prescribed for this purpose, in any official language other than the language in which he or she is required to be proficient under the terms of his or her appointment. No staff member shall be paid a language allowance for more than two official languages;
- (b) Proficiency tests in the use of official languages shall be held not less than once each year;
- (c) Staff members in receipt of a language allowance may be required to undergo further tests at intervals of not less than five years in order to demonstrate their continued proficiency in the use of two or more official languages;
- (d) The allowance shall be payable at each duty station at the rate and under the conditions applicable to the staff of the United Nations. The amount of the allowance payable at Geneva is shown in Appendix B.1;
- (e) The language allowance shall be taken into account in determining Joint Staff Pension Fund, medical and group insurance contributions, overtime and night differential compensation, payments and indemnities on separation.

Rule 134.8 *Special post allowance*

- (a) Staff members shall be expected to assume temporarily, as a normal part of their customary work and without extra compensation, the duties and responsibilities of higher level posts;
- (b) Without prejudice to the principle that promotion under Rule 144.2 shall be the normal means of recognizing increased responsibilities and demonstrated ability, a staff member who is called upon by the Secretary-General to assume the full duties and responsibilities of a post of a clearly recognizable higher level than his or her own for a period exceeding three months, may, in exceptional cases, be granted a non-pensionable special post allowance from the beginning of the fourth month of service at the higher level;

- (c) The payment of the special post allowance shall be limited to a period of twelve months. For exceptional reasons to be duly justified and documented by the requesting Director, an extension of this period may be approved by Director of the Resource Management Department for a further maximum duration of six months after which the allowance will be stopped automatically;
- (d) In the case of a staff member assigned to serve in a mission the allowance may be paid immediately the staff member assumes the higher duties and responsibilities;
- (e) The amount of the special post allowance shall be equivalent to the salary increase (including post adjustment and dependency allowances, if any) which the staff member would have received had he or she been promoted to the level of the post in which he or she is serving.

Rule 134.9 *Retroactivity of payments*

A staff member who has not been receiving an allowance, grant or other payment to which he or she is entitled shall not receive retroactively such allowance, grant or payment unless he or she has made written claim

- (i) In the case of the cancellation or modification of the Rule governing eligibility, within three months following the date of such cancellation or modification; or
- (ii) In every other case, within one year following the date on which he or she would have been entitled to the initial payment.

Rule 134.10 *Deductions and contributions*

Salaries are subject only to the following deductions:

- (i) For the staff assessment, at the rates and subject to the conditions prescribed in Rule 132.1;
- (ii) For contributions of staff members who are participating in the United Nations Joint Staff Pension Fund (UNJSPF) and insurance and accident insurance shall be deducted, each pay period, from the total payments due to them;
- (iii) For indebtedness to the Organization;
- (iv) The Organization shall take voluntary action to provide effective relief for unpaid family support obligations pursuant to final court orders by making deductions from salaries and other emoluments in respect of the amounts reflected in such final court orders, under conditions established by the Secretary-General;
- (v) Indebtedness to other third parties not involving family support court orders when any deduction for this purpose is authorized by the Secretary-General;
- (vi) Housing provided by the Organization or another entity, including a government or a non-government source, when the housing is either free of charge or with a rental cost substantially lower than the average rent used in calculating the post adjustment index for the duty station;
- (vii) Contributions to a staff representative body established pursuant to Staff Regulation 8.1 or any other United Nations entity, provided that staff members have the opportunity to withhold their consent to or at any time to discontinue such deduction, by notice to the Secretary-General;
- (viii) Facilities and service fees applied for use of the Organization's premises or services;
- (ix) As otherwise authorized by the staff member and agreed by the Secretary-General.

Rule 134.11 Pensionable remuneration

Pensionable remuneration shall be the amount defined in the Regulations of the United Nations Joint Staff Pension Fund.

ARTICLE 4

APPOINTMENT AND PROMOTION

Regulation 4.1 The Secretary-General shall appoint staff members as required in accordance with Article 21 (b) of the Convention and shall specify their terms of appointment. Upon appointment each staff member shall receive a letter of appointment signed by the Secretary-General or by an authorized official in the name of the Secretary-General.

Rule 141.1 **Letter of appointment**

- (a) The letter of appointment referred to in Regulation 4.1 contains expressly or by reference all the terms and conditions of employment. All contractual entitlements of staff members are strictly limited to those contained expressly or by reference in their letter of appointment;
- (b) The letter of appointment shall state:
 - (i) That the appointment is subject to the provisions of the Staff Regulations and of the Staff Rules applicable to the category of appointment in question, and to changes which may be duly made in such regulations and rules from time to time;
 - (ii) The nature of the appointment;
 - (iii) The date at which the staff member is required to assume his or her duties;
 - (iv) The period of appointment and the notice required to terminate it;
 - (v) The category, level and commencing rate of salary;
 - (vi) Any special conditions which may be applicable.
- (c) A copy of the Staff Regulations and of the Staff Rules shall be transmitted to the staff member with the letter of appointment;
- (d) The staff member shall sign and return to the Secretary-General a copy of his or her letter of appointment stating that he or she accepts the conditions contained in this letter, subscribes to the oath or declaration of office, has been made acquainted with, and accepts the conditions laid down in the Staff Regulations and the Staff Rules.

Rule 141.2 **Effective date of appointment**

- (a) The appointment of every locally recruited staff member shall take effect from the date on which he or she starts to perform his or her duties;
- (b) The appointment of every staff member internationally recruited shall take effect either:
 - (i) From the date on which he or she enters into official travel status to assume duties; or
 - (ii) From the date on which he or she starts to perform his or her duties if no official travel is involved.

Rule 141.3 **Re-employment**

- (a) A former staff member who is re-employed shall either be given a new appointment or, if he or she is re-employed within twelve months of being separated from service or within any longer period following retirement on disability under the Regulations of the United Nations Joint Staff Pension Fund, he or she may be reinstated in accordance with the provisions of paragraph (b) hereunder. In the event of he or her being reinstated, it shall be so stipulated in his or her letter of appointment. In the event of him or her being

given a new appointment, its terms shall be fully applicable without regard to any former period of service. However, such former service shall be counted for the purpose of determining seniority in grade;

- (b) On reinstatement the staff member's services shall be considered as having been continuous, and he or she shall return to the Organization any moneys he or she received on account of separation, including termination indemnity under Rule 193.2, repatriation grant under Rule 194.1, and payment for accrued leave under Rule 195.3. The interval between separation and reinstatement shall be charged, to the extent possible and necessary, to annual leave, with any further period charged to special leave without pay. The staff member's sick leave credit under Rule 162.1, at the time of separation, shall be re-established; his or her participation, if any, in the Joint Staff Pension Fund shall be governed by the regulations of that Fund.

Regulation 4.2 The paramount consideration in the appointment, transfer or promotion of the staff shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting and maintaining the staff on as wide a geographical basis and gender balance as possible.

Rule 142.1 **Geographical distribution**

Recruitment on as wide a geographical basis as possible, in accordance with the requirements of Staff Regulation 4.2, shall not apply to posts in the General Service category or of similar salary levels.

Rule 142.2 **Local recruitment**

(a) The conditions under which a staff member of the General Service category is regarded as a local recruit within the meaning of these rules are given in Appendix B.2;

(b) Local recruits shall not be eligible for the allowances and benefits provided under Rule 142.3.

Rule 142.3 **International recruitment**

(a) All staff members, other than those regarded under Rule 142.2 as locally recruited, shall be considered as internationally recruited. The allowances and benefits in general available to internationally recruited staff include:

- (i) Payment of travel expenses upon initial appointment and on separation for themselves and their spouses and dependent children;
- (ii) Subsistence allowance for installation purposes;
- (iii) Removal expenses;
- (iv) Non-resident's allowance or rental subsidy, as appropriate;
- (v) Home leave;
- (vi) Education grant;
- (vii) Repatriation grant.

(b) A staff member who has changed his or her residential status in such a way that, in the opinion of the Secretary-General, he or she can be considered as residing locally may lose entitlement to the allowances and benefits enumerated under (a) above if the Secretary-General considers that the continuation of such entitlement would be contrary to the purposes for which the allowances or benefits were created.

Rule 142.4 Nationality

- (a) In the application of the Staff Regulations and Staff Rules, the Organization shall not recognize more than one nationality for each staff member;
- (b) When a staff member has been legally accorded nationality status by more than one State, the staff member's nationality for the purposes of the Staff Regulations and these rules shall be the nationality of the State with which the staff member is, in the opinion of the Secretary-General, most closely associated, due regard being taken of evidence presented by the staff member. Notwithstanding the foregoing, if a staff member possesses or acquires the nationality of the country of the duty station, that shall become the recognized nationality of the staff member.

Regulation 4.3 Selection of staff members shall be without regard to race, creed, political belief or sex. So far as is practicable, selection shall be made on a competitive basis.

Rule 143.1 Family relationships

- (a) Except where another person equally well-qualified cannot be recruited, appointment shall not be granted to a person who bears any of the following relationships to a staff member: father, mother, son, daughter, brother or sister;
- (b) The spouse of a staff member may be appointed provided that he or she is fully qualified for the post for which he or she is being considered and that the spouse is not given any preference by virtue of the relationship to the staff member;
- (c) A staff member who bears to another staff member any of the relationships specified in (a) and (b) above:
 - (i) Shall not be assigned to serve in a post which is superior or subordinate in the line of authority to the staff member to whom he or she is related;
 - (ii) Shall disqualify himself or herself from participating in the process of reaching or reviewing an administrative decision affecting the status or entitlements of the staff member to whom he or she is related;
- (d) If two staff members marry, the benefits and entitlements which accrue to them shall be modified as provided in the relevant Staff Rules; their appointment status shall not, however, be affected.

Regulation 4.4 Subject to the provisions of Staff Regulation 4.3 and without prejudice to the recruitment of fresh talent at all levels, the fullest regard shall be had, in filling vacancies, to the requisite qualifications and experience of persons already in the service of the Organization. This consideration shall also be applied, on a reciprocal basis, to the United Nations and the specialized agencies brought into relationship with the United Nations.

Rule 144.1 Appointment, promotion, review and reclassification of staff

- (a) Staff Selection Board (Professional category)

A Staff Selection Board for the Professional category shall be established by the Secretary-General to advise him or her as defined in (c) hereunder. It shall be composed of senior officers, appointed by the Secretary-General, including one officer in the Professional category also appointed by the Secretary-General from among staff members nominated by the Staff Committee. The board shall establish its own procedures;

(b) Appointment and Promotion Board (General Service category)

An Appointment and Promotion Board for the General Service category shall be established by the Secretary-General to advise him or her as defined in (c) hereunder. It shall be composed of a chair, appointed by the Secretary-General, one member appointed by the Secretary-General from among senior officials of the Secretariat and one member appointed by the Secretary-General from among staff members nominated by the Staff Committee. The board shall establish its own procedures;

(c) The functions of the Boards shall be to make recommendations to the Secretary-General on the following matters:

- (i) Appointment: All proposed fixed-term appointments of a duration of one year or more;
- (ii) Permanent appointment: The granting of permanent appointments in accordance with Rule 145.1(b) (i) and (ii);
- (iii) Review: The review of the appointments of staff members holding permanent appointments upon the completion of the first five years of service under such appointments and thereafter, where asked to do so by the Secretary-General, for the purpose of determining, after consideration of the conduct and performance, whether the staff member concerned has maintained, during the period under review, the standards of efficiency, competence and integrity established in the Staff Regulations;
- (iv) Promotion: All promotion cases;
- (v) Long-service increment: The granting of long-service increments under the conditions established by the International Civil Service Commission for staff in the General Service category;

(d) The Boards shall be guided by the necessity of securing the highest standards of efficiency, competence and integrity. In filling vacancies, they shall also pay due regard, where appropriate, to the importance of the principle of the geographical distribution of the staff. The Boards shall normally give preference, where qualifications are equal, to:

- (i) Persons already in the service of the Organization;
- (ii) Staff members in the service of other international organizations.

Rule 144.2 Promotion

- (a) Promotion is the advancement of a staff member to a post of higher grade, as a result of either reclassification of his or her present post or appointment to a different post of higher grade;
- (b) Provided he or she has the necessary qualifications and his or her performance has been satisfactory, a staff member shall be entitled to any promotion resulting from the reclassification of his or her present post; A staff member whose performance has been satisfactory may at any time be considered for appointment to a post of higher grade;
- (c) Posts, other than those of a temporary nature, which become vacant shall normally be notified to the staff if they represent a promotional opportunity for any staff, and selection for such posts shall normally be on a competitive basis. These requirements shall not apply to any post which is in the interests of the Organization to fill by reassignment of a staff member without promotion;

- (d) Staff members receiving promotions shall be paid in accordance with the following provisions:
- (i) On promotion, a staff member shall be placed at the lowest step in the level to which he or she has been promoted that provides an increase in net base salary equal to at least the amount that would have resulted from the granting of two steps at the lower level;
 - (ii) If promotion is effective on the month in which an increment at the lower level is due, such increment will be included in the salary at the lower level, to which two steps will then be added to determine the staff member's salary on promotion in accordance with subparagraph (d) (i) above;
 - (iii) The date of the first salary increment at the higher level shall be the anniversary date of promotion. In the case of those increments that require two years of satisfactory service, the first increment at the higher level will become due two years from the date of promotion;
- (e) Appointments from the General Service category to the Professional or National Officer category are not promotions within the meaning of these rules but are considered new appointments. Staff members in the General Service category, who are appointed to a post in the Professional or National Officer category, must resign from their post and will receive a new appointment. In such cases, the salary step is determined according to the rules applicable to step determination for initial appointments.

Regulation 4.5 Staff members shall be granted either permanent or temporary appointments. A permanent appointment shall be granted to staff members up to a level determined by Congress from time to time, subject to the satisfactory completion of a probationary period which shall be specified for each grade in the Staff Rules. Temporary appointments shall be granted for such periods and under such conditions as the Secretary-General may determine.

Rule 145.1 **Appointments**

- (a) Fixed-term appointments
- (i) "Temporary appointment" within the meaning of Staff Regulation 4.5 shall be for a fixed term. All staff members shall be appointed initially on a fixed-term basis. Fixed-term appointments shall be granted for a period not exceeding five years to persons recruited for service of prescribed duration;
 - (ii) Fixed-term appointments may be renewed or converted into permanent appointments. They shall not, however, carry any expectation of, nor imply any right to, such extension or conversion and shall, unless extended or converted, expire according to their terms without notice or indemnity;
 - (iii) Fixed-term one-year appointments may be granted in respect of assignments for which funding is provided in the biennial appropriations approved by the Executive Council but where no established post is attributed for this purpose. These fixed-term one-year appointments may not be converted into permanent appointments;
- (b) Probationary period
- (i) New appointments on fixed-term contract of one year or more shall be subject to an initial period of probation, which shall be at least one year and may be extended up to two years;

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- (ii) A performance evaluation report shall be made before the end of the initial probationary period. On the basis of this report a decision shall be taken, and notified to the staff member, that:
- the appointment is confirmed; or
 - the probationary period is extended for a specified period; or
 - the appointment is not confirmed and is to be terminated;
- (c) Permanent appointments
- (i) A permanent appointment may be granted to staff members who have completed at least four years of continuous service on a fixed-term appointment and who by their qualifications, performance and conduct have fully demonstrated their suitability as international civil servants and have shown that they meet the high standards of efficiency, competence and integrity established in the Staff Regulations;
- (ii) A staff member whose services are to be retained by the Organization after the completion of five years on fixed-term appointments, and who fully meets the standards required for the granting of a permanent appointment, shall be considered for a permanent appointment;
- (iii) Notwithstanding the provisions of (ii) above, the Secretary-General may, in special circumstances, decide that only a further fixed-term appointment can be offered;
- (iv) Permanent appointments shall not be granted to staff members who are less than 23 years old.

Rule 145.2 *Performance appraisal mechanism*

- (a) Supervisors shall be responsible for facilitating the adjustment of a staff member to his or her new work situation by:
- (i) Providing him or her with a clear statement of his or her duties and his or her official relationships;
 - (ii) Instructing and guiding him or her in learning to perform his or her functions;
 - (iii) Introducing him or her properly to those staff members with whom he or she will be required to work;
 - (iv) Discussing with him or her at frequent intervals his or her progress in learning the work;
- (b) In addition to the normal work review and discussion with a staff member, supervisors shall periodically make a formal evaluation of the performance and conduct and potentialities for greater usefulness of each staff member under their supervision. This evaluation shall be made at such intervals as the work situation or the individual's performance require but in no case less frequently than once a year. Supervisors shall discuss their conclusions with the staff member and make specific suggestions for improvement in all aspects of performance which are not entirely satisfactory;
- (c) The Secretary-General shall establish a system of periodic reporting, the period not to exceed one year. Such reports shall form part of the staff member's permanent cumulative record. Any adverse report shall be communicated in writing to the staff member concerned;
- (d) The evaluation of performance as reflected in these reports shall be the basis for assisting the staff member to make his or her most effective contribution to the work of the Organization and for decisions concerning the staff member's status and retention in the Organization.

Regulation 4.6 The Secretary-General shall establish appropriate medical standards which staff members shall be required to meet before appointment.

Rule 146.1 **Medical examination**

- (a) A medical examination is a prerequisite for appointment. Such examination shall be carried out by a designated physician or at a medical institution approved by the Secretary-General;
- (b) Staff members may be required from time to time to satisfy the Joint Medical Service, by a medical examination, that they are free from any ailment likely to impair the health of others;
- (c) Staff members may also be required to undergo such medical examination and receive such inoculations as may be required by the Joint Medical Service before they go on, or after they return from, duty travel.

ARTICLE 5 LEAVE

Regulation 5.1 Staff members shall be allowed appropriate annual leave.

Rule 151.1 **Annual leave**

- (a) Staff members shall accrue annual leave while in full pay status at the rate of 30 working days a year, subject to the conditions of paragraph (f) below, and to the provisions of Rule 152.1 (c) provided that no leave shall accrue while a staff member is receiving compensation equivalent to salary and allowance under Rule 162.4;
- (b) Annual leave may be taken in units of days and half days. All arrangements as to leave shall be subject to the exigencies of the service which may require that leave be taken by a staff member during a period designated by the Secretary-General. Leave may be taken only when authorized but the personal circumstances and preferences of the individual staff member shall as far as possible be considered;
- (c) Annual leave may be accumulated, with the proviso that not more than sixty working days of such leave shall be carried forward beyond 1 January of any year or such other date as the Secretary-General may set for a duty station. However, upon completion of service with a mission (so designated for this purpose by the Secretary-General), any accumulation of annual leave which otherwise would have become subject to forfeiture during the mission service, or within two months thereafter, may be utilized to cover all or part of an authorized period of post-mission leave. Any such leave which is not so utilized within four months following departure from the mission area shall be forfeited;
- (d) Any absence from duty not specifically covered by other provisions in these rules shall be charged to the staff member's accrued annual leave, if any; if he or she has not accrued annual leave it shall be considered as unauthorized and salary and allowances shall cease for the period of such absence;
- (e) A staff member may, in exceptional circumstances, be granted advance annual leave up to a maximum of 10 working days, provided his service is expected to continue for a period beyond that necessary to accrue the leave so advanced;
- (f) The Secretary-General shall set the terms and conditions under which annual leave may be allowed to staff members recruited specifically for service with a mission from within the general area of the mission, and notify the staff of these terms and conditions. These terms and conditions will be set with due regard to local practices in the area of the mission concerned.

Regulation 5.2 Special leave may be authorized by the Secretary-General in exceptional cases.

Rule 152.1 **Special leave**

- (a) Special leave, with full or partial pay or without pay, may be granted for advanced study or research in the interests of the Organization, in cases of extended illness or for other important reasons for such period as the Secretary-General may prescribe;
- (b) A staff member other than one specifically recruited for a mission who has completed one year of satisfactory service or who has a permanent appointment and who is called upon to serve in the armed forces of the State of which he or she is a national, whether for training or active duty, may be granted special leave without pay for the duration of such military service in accordance with terms and conditions set forth in Appendix C;

- (c) The Secretary-General may authorize special leave without pay for pension purposes to protect the pension benefits of staff who are within two years of achieving age 55 years and 25 years of contributory service, or who are over that age and within two years of completing 25 years of contributory service;
- (d) Staff members shall not accrue service credit towards sick, annual and home leave, salary increment, termination indemnity and repatriation grant during periods of special leave with partial or without pay. Periods up to 30 days of such leave shall not affect the ordinary rates of accrual; nor shall continuity of service be considered broken by periods of special leave;
- (e) Up to eight weeks of special leave with full pay may be granted for the adoption of a child under conditions determined by the Secretary-General provided that the Organization receives satisfactory evidence that the child has been legally adopted under the adoption laws of a State by means of a court order or by other means recognized under the laws of the country concerned. This provision is to allow a reasonable period of adjustment and integration for the adoptive parent and adopted child and could be in one continuous period, starting from the date of the adopted child's arrival in the household, or in two periods of equal duration, and must be completed within twelve months from the first date of such leave. Staff members are not required to have exhausted annual leave before requesting adoption leave and such leave will be considered as service time. If subsequent to granting special leave it is found that the child may not be recognized as the dependent child of the staff member, such leave will be cancelled and the staff member's absence charged against annual leave or leave without pay.

Regulation 5.3 Eligible staff members shall be granted home leave once every two years. The Organization shall allow necessary travelling time for that purpose under conditions and definitions prescribed by the Secretary-General.

Rule 153.1 Home leave

- (a) Staff members other than those considered as local recruits under Rule 142.2 who are serving outside their home country and who are otherwise eligible shall be entitled once in every two years of qualifying service to visit their home country at the Organization's expense for the purpose of spending in that country a reasonable period of annual leave. However, in the case of service at designated duty stations with very difficult conditions of life and work, eligible staff members shall be granted home leave once in every twelve months of qualifying service. Leave taken for the purpose of this Rule and under its terms and conditions shall hereinafter be referred to as home leave;
- (b) A staff member is eligible for home leave when:
 - (i) His or her official duty station is outside the country and area of his or her recognized place of residence as established under (e) (i) below;
 - (ii) His or her service is expected to continue at least six months beyond the date of return from home leave or six months beyond the date of eligibility for home leave, whichever is later;
- (c) (i) The date of eligibility for home leave under (b) above shall be the date on which the staff member has completed the period of qualifying service mentioned in paragraph (a) above;
- (ii) Qualifying service consists of continuous service for the Organization at official duty stations outside the country and area of the staff member's recognized place of residence, but does not include periods of special leave with partial pay or leave without pay in excess of 30 days;

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- (d) Staff members whose eligibility under (b) above is established at the time of their appointment shall begin to accrue service credit towards home leave from that date. Staff members who, subsequent to appointment, acquire home leave entitlement as a result of change of official duty station, promotion or reassignment shall begin to accrue such service credit from the effective date thereof;
- (e) The country of home leave shall be the country of the staff member's nationality, subject to the following terms, conditions and exceptions:
- (i) The place of home leave of the staff member within his or her home country shall, for purposes of travel and transportation entitlements, be the place with which the staff member had the closest residential ties during the period of his or her most recent residence in his or her home country preceding appointment;
 - (ii) A staff member who has served with another public international organization immediately preceding his or her appointment shall have the place of his or her home leave determined as though his or her entire previous service with the other international organization had been with WMO;
 - (iii) The Secretary-General, in exceptional and compelling circumstances, may authorize as the home country, for the purposes of this Rule, a country other than the country of nationality. A staff member requesting such authorization will be required to satisfy the Secretary-General that he or she maintained his or her normal residence in such other country for a prolonged period preceding his or her appointment, that he or she continues to have close family or personal ties in that country and that his or her taking home leave there would not be inconsistent with the purposes and intent of Staff Regulation 5.3;
- (f) Home leave may be granted at any time during the six months prior to, or following, the date of eligibility. When home leave is taken more than six months after the date of eligibility, qualifying service towards the next home leave shall accrue from the date of departure on such leave unless the leave has been postponed at the request of the Organization;
- (g) In exceptional circumstances, a staff member may be granted advanced home leave provided that not less than twelve months of qualifying service have been completed or that no less than twelve months of qualifying service elapsed since the date of return from his or her last home leave. The granting of advanced home leave shall not advance the date of eligibility for the next and subsequent home leaves;
- (h) A staff member may be required to take his or her home leave in conjunction with travel on official business or change of official duty station, due regard being paid to the interests of the staff member and his or her family;
- (i) Subject to the conditions specified in Chapter VII of these rules, a staff member shall be entitled to claim, in respect of authorized travel on home leave, travel time and expenses for himself or herself and eligible family members for the outward and return journeys between his or her official duty station and the place of residence in his or her home country;
- (j) Travel of eligible family members shall be in conjunction with the approved journey of the staff member with the proviso that exceptions may be granted if the exigencies of the service or other special circumstances prevent the staff member and his or her family members from travelling together;
- (k) If both a staff member and his or her spouse are staff members eligible for home leave, each staff member shall have the choice either of exercising his or her own home leave entitlement or of accompanying the spouse. A staff member who chooses to accompany his or her spouse shall be granted travel time appropriate to the travel involved. Dependent children whose parents are staff members, each of whom is entitled to home

leave, may accompany either parent. The frequency of travel shall not exceed once in every home leave cycle as provided in paragraph (a) above both with regard to staff members and to their dependent children, if any;

- (I) A staff member travelling on home leave shall be required to spend no less than seven days, exclusive of travel time, in his or her home country. The Secretary-General may request a staff member, on his or her return from home leave, to furnish satisfactory evidence that this requirement has been fully met.

ARTICLE 6 SOCIAL SECURITY

Regulation 6.1 Provision shall be made for the participation of staff members in the United Nations Joint Staff Pension Fund in accordance with the regulations of that Fund.

Rule 161.1 Participation in the United Nations Joint Staff Pension Fund

Staff members shall participate in the United Nations Joint Staff Pension Fund in accordance with the regulations of that Fund.

Regulation 6.2 The Secretary-General shall establish a scheme of social security for the staff, including provisions for health protection, sick leave and maternity leave, and reasonable compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the World Meteorological Organization.

Rule 162.1 Sick leave

- (a) Staff members who are incapacitated from the performance of their duties by illness or injury or whose attendance is prevented by public health requirements will be granted sick leave. All sick leave must be approved on behalf of, and under conditions established by, the Secretary-General:

Maximum entitlement

- (b) (i) A staff member holding an appointment for less than one year shall be granted sick leave credit at the rate of two working days per month of contractual service;
- (ii) A staff member holding a fixed-term appointment of one year or more but less than three years shall be granted sick leave of up to three months on full salary and three months on half salary in any period of twelve consecutive months;
- (iii) A staff member who holds a permanent appointment and a staff member who holds a fixed-term appointment for three years or who has completed three years of continuous service shall be granted sick leave of up to nine months on full salary and nine months on half salary in any period of four consecutive years;

Uncertified sick leave

- (c) A staff member may take uncertified sick leave of not more than three consecutive working days at a time, for up to seven working days within a calendar year. Part or all of this entitlement may be used to attend to family-related emergencies, or for parental leave in case of birth or adoption of a child, in which case the limitation of three consecutive days shall not apply;

Certified sick leave

- (d) Sick leave taken by a staff member in excess of the limits set in paragraph (c) above requires approval in accordance with conditions established by the Secretary-General. When those conditions are not met, the absence shall be treated as unauthorized in accordance with Rule 151.1 (d);

Sick leave during annual leave

- (e) When sickness of more than three consecutive working days occurs within a period of annual leave, including home leave, sick leave may be authorized by the Secretary-General on production of an appropriate medical certificate or other satisfactory evidence. In such circumstances, a staff member should submit his

or her request for sick leave together with a supporting certificate or other evidence as soon as practicable and, in any event, immediately on his or her return to duty;

Obligations of staff members

- (f) Staff members shall be responsible for informing their supervisors as soon as possible of absences due to illness or injury. They shall promptly submit any medical certificate or medical report required under conditions to be specified by the Secretary-General;
- (g) A staff member may be required at any time to submit a medical report as to his or her condition or to undergo a medical examination by a medical practitioner named by the Secretary-General. When, in the opinion of the Secretary-General, a medical condition impairs a staff member's ability to perform his or her functions, the staff member may be directed not to attend the office and requested to seek treatment from a duly qualified medical practitioner. The staff member shall comply promptly with any direction or request under this rule;
- (h) A staff member shall immediately notify the Joint Medical Service and the Secretary-General of any case of contagious disease occurring in his or her household or of any quarantine order affecting his or her household. In such a case, or in the case of any other condition which may affect the health of others, the Director of the Joint Medical Service shall decide whether the staff member should be excused from attendance at the office. If so, the staff member shall receive his or her full salary and other emoluments for the period of authorized absence;
- (i) A staff member shall not, while on sick leave, leave the area of the duty station without the prior approval of the Secretary-General.

Rule 162.2 *Parental leave*

- (a) Under conditions established by the Secretary-General, staff members shall be granted:
 - (i) Sixteen weeks of parental leave with full pay in the case of the birth or adoption of a child;
 - (ii) An additional period of 10 weeks of prenatal and postnatal leave with full pay for the parent who gives birth, bringing the total duration of their parental leave to 26 weeks;
 - (iii) The staff member who gives birth must absent themselves from their duties six weeks prior to the anticipated date of birth of the child as confirmed by an acceptable medical certificate. At the request of the staff member, and upon production of a certificate from a duly qualified medical practitioner indicating that they are fit to continue to work, the absence may be permitted to commence less than six weeks but not less than two weeks before the anticipated date of birth;
- (b) Staff members may avail of the 16 weeks of parental leave mentioned in paragraph (a) (i) above any time within a year following the date of their child's birth or adoption, provided that it is completed during that year.
- (c) Parental leave in the case of the birth or adoption of a child under paragraph (a) (i) above may not be granted more than once in any 12-month period to be counted from the date of birth or adoption of the child. This paragraph (c) shall not apply to a parent who gives birth.

- (d) Sick leave shall not normally be granted for maternity cases during the prenatal and postnatal leave mentioned in paragraph (a) (ii) above, except where serious complications arise.
- (e) Annual leave shall accrue during periods of parental leave.

Rule 162.3 *Accident and sickness insurance*

A staff member who is appointed or in service for one year or more may participate as a member of the United Nations Staff Mutual Insurance Society against sickness and accident, subject to the statutes of that Society.

Subject to the conditions contained in the Statutes and Internal Rules of the United Nations Staff Mutual Insurance Society against sickness and accident, a staff member who is appointed for a fixed-term of six months or more may also participate as a member of that Society.

Rule 162.4 *Compensation for death, injury or other disability attributable to service*

Staff members shall be entitled to compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the Organization, in accordance with the provisions of Appendix D to these Staff Rules.

Rule 162.5 *Compensation for loss or damage to personal effects attributable to service*

Staff members shall be entitled, within the limits and under terms and conditions established by the Secretary-General, to reasonable compensation in the event of loss or damage to their personal effects, determined to be directly attributable to the performance of official duties on behalf of the Organization.

ARTICLE 7 TRAVEL AND REMOVAL EXPENSES

Regulation 7.1 The Secretary-General shall establish conditions and definitions under which the Organization, in appropriate cases, shall pay travel expenses of staff members, their spouses and dependent children.

Rule 171.1 **Official travel of staff members**

- (a) Subject to the conditions laid down in these Staff Rules, the Organization shall pay the travel expenses of a staff member under the following circumstances:
- (i) On initial appointment, provided that the staff member is considered to have been internationally recruited under Rule 142.3;
 - (ii) When required to travel on official business;
 - (iii) On change of official duty station as defined in Rule 112.4;
 - (iv) On home leave, in accordance with the provisions of Rule 153.1;
 - (v) When authorized to visit eligible family members, in accordance with the provisions of paragraph (b) below;
 - (vi) On separation from service, in accordance with the provisions of Regulation 9.1 of the Staff Regulations;
 - (vii) On travel authorized for medical or security reasons, or in other appropriate cases, when, in the opinion of the Secretary-General, there are compelling reasons for paying such expenses;
- (b) Under subparagraph (v) of paragraph (a) above, the Organization shall pay the travel expenses of a staff member to the place from which he or she was recruited, to the place of his or her home leave or to his or her former duty station for the purpose of visiting his or her eligible family members, once every year in which the staff member's home leave does not fall due, provided that:
- (i) The staff member has completed not less than one year of continuous service at the duty station since the initial appointment or assignment or not less than nine months since departure on his or her last home leave journey;
 - (ii) The staff member's service at the duty station is expected to continue at least six months beyond the date of return to the duty station;
 - (iii) The staff member has not exercised during the preceding twelve months the entitlement for the travel of his or her eligible family members under the provisions of Rule 171.2, except education grant travel.

Should a staff member wish to visit his or her eligible family members residing at any other place, the travel expenses borne by the Organization shall not exceed the maximum amount that would have been payable on the basis of travel to the place of home leave. The Secretary-General may establish special conditions for payment of these travel expenses in respect of eligible staff members serving at designated duty stations having very difficult or difficult conditions of life and work;

- (c) Under subparagraph (vi) of paragraph (a) above, the Organization shall pay the travel expenses of a staff member to the place from which he or she was recruited or, if he or she had an appointment for a period of two years or longer or had completed not less than two years of continuous service, to the place recognized as his or her home for the purpose of home leave under Rule 153.1. Should a staff member, on separation, wish to

go to any other place, the travel expenses borne by the Organization shall not exceed the maximum amount that would have been payable on the basis of return transportation to the place of recruitment or home leave.

Rule 171.2 Official travel of eligible family members

- (a) Subject to the conditions laid down in these rules, the Organization shall pay in the case of service at an established office the travel expenses of a staff member's eligible family members under the following circumstances:
- (i) On the initial appointment of a staff member who is considered to have been internationally recruited under the provisions of Rule 142.3, provided that the appointment is for a period of one year or longer, and provided that his or her services are expected by the Secretary-General to continue for more than six months beyond the date on which travel of his or her eligible family members commences;
 - (ii) Following completion by the staff member of not less than one year of continuous service, provided that his or her services are expected by the Secretary-General to continue for more than six months beyond the date on which travel of his or her eligible family members commences;
 - (iii) On change of official duty station, provided that the services of the staff member at the new duty station are expected by the Secretary-General to continue for more than six months beyond the date on which travel of his or her eligible family members commences;
 - (iv) On home leave, in accordance with the provisions of Rule 153.1;
 - (v) On separation of a staff member from service, provided that his or her appointment was for a period of one year or longer or he or she had completed not less than one year of continuous service;
 - (vi) On journeys approved in connection with the education of a staff member's child;
 - (vii) On travel authorized for medical or security reasons or in other appropriate cases, when, in the opinion of the Secretary-General, there are compelling reasons for paying such expenses;
 - (viii) On travel of the spouse to the duty station, in lieu of the staff member's travel under Rule 171.1 (a) (v), subject to the same conditions as specified in Rule 171.1 (b);
- (b) Under subparagraphs (i) and (ii) of paragraph (a) above, the Organization shall pay the travel expenses of a staff member's eligible family members either from the place of recruitment or from the place recognized as his or her home for the purposes of home leave. Should a staff member wish to bring any eligible family member to his or her official duty station from any other place, the travel expenses borne by the Organization shall not exceed the maximum amount that would have been payable on the basis of travel from the place of recruitment or home leave;
- (c) Under subparagraph (v) of paragraph (a) above, the Organization shall pay the travel expenses of a staff member's eligible family members from his or her official duty station to the place to which he or she is entitled to be returned, in accordance with the provisions of Rule 171.1 (c). Where both a staff member and his or her spouse are staff members and either or both are entitled to the payment of travel expenses on separation from service, travel expenses shall be paid for each only upon their own separation from service. Where both spouses are entitled to return travel expenses, each staff member shall have the choice either of exercising his or her own entitlement or of accompanying the other spouse, provided that in no case shall such expenses be paid for a staff member while he or she remains in the service of the Organization.

Rule 171.3 Official travel of eligible family members - mission service

- (a) Subject to the conditions laid down in these rules, the World Meteorological Organization shall pay, in the case of mission service, the travel expenses of a staff member's eligible family members to and from the mission area provided that:
- (i) The staff member is detailed or transferred from an established office or has been recruited specifically for the mission from outside the area of the mission; and
 - (ii) The staff member is detailed, transferred or appointed for an anticipated continuous period of not less than one year, or the staff member's assignment after a shorter period is not less than one year; and
 - (iii) The staff member's services are expected to continue in the mission area beyond six months after the commencement date of the eligible family members' travel, and the eligible family members are expected to remain in the mission area for the major part of the staff member's assignment; and
 - (iv) The Secretary-General has decided that there are no special circumstances or local conditions which make it undesirable for the staff member to be accompanied by his or her eligible family members; and
 - (v) The staff member assumes responsibility for providing living accommodation for his or her eligible family members;
- (b) The provisions of paragraphs (b) and (c) of Rule 171.2 shall apply to mission service, provided that, in the case of staff members detailed or transferred from an established office, travel shall normally be between the established office and the mission area.

Rule 171.4 Eligible family members

- (a) A son or daughter of more than 21 years of age may also be considered eligible for travel if totally disabled;
- (b) A staff member whose child is in receipt of the lump-sum boarding assistance allowance under Rule 134.2 shall be entitled to travel expenses of one return journey each scholastic year between the educational institution and the duty station, with the proviso that:
- 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;
 - Where attendance is for less than two thirds of the school year, travel expenses shall not normally be payable;
 - Transportation expenses shall not normally exceed the cost of a journey between the staff member's place of residence in the home country and the duty station;
- (c) Notwithstanding subparagraph (iv) of Rule 171.2 (a), the Secretary-General may also authorize payment of the travel expenses for repatriation purposes of a former spouse.

Rule 171.5 Authority for travel

Before travel is undertaken it shall be authorized in writing. In exceptional cases, staff members may be authorized to travel on oral orders but such oral authorization shall require written confirmation. A staff member shall be personally responsible for ascertaining that he or she has the proper authorization before commencing travel.

Rule 171.6 **Purchase of tickets**

- (a) Unless the staff member concerned is specifically authorized to make other arrangements, all tickets for transportation involving official travel of staff members and eligible family members shall be purchased by the Organization in advance of the actual travel or, where circumstances so require, shall be secured by the staff member himself or herself;
- (b) When a staff member requests a standard of accommodation in excess of his or her entitlement under Rule 171.8 or is authorized to travel for reasons of personal preference or convenience by other than the approved route or mode of transportation as provided for under Rule 171.7, he or she shall be required to reimburse the Organization for any additional costs thus incurred, before the Organization provides him or her with the necessary tickets.

Rule 171.7 **Route and mode of travel**

- (a) All travel at the expense of the Organization shall be by the route, mode of transportation and class approved by the Secretary-General;
- (b) The most direct and economical route and mode of transportation shall be approved unless it is established to the satisfaction of the Secretary-General that the use of an alternative route and/or mode of transportation is in the best interests of the Organization;
- (c) The mode of transportation normally approved under (b) above shall be by air;
- (d) Travel by surface means may be authorized, upon request:
 - (i) If the Secretary-General is satisfied that travel by surface means, including travel on initial appointment, is in the interests of the Organization;
 - (ii) If the Joint Medical Service certifies that the staff member concerned is medically unfit for travel by air;
 - (iii) For reasons of personal convenience, if the exigencies of the service permit, with the proviso that the traveller shall pay for the difference, if any, between the cost of the fare by surface means and that by air.

Rule 171.8 **Standards of accommodation and travel time**

- (a) For all official travel by air, staff members and their eligible family members shall be provided with economy-class accommodation, or its equivalent;
- (b) Under conditions established by the Secretary-General, staff members and their eligible family members may be granted a standard of travel immediately below first class. In exceptional cases, the Secretary-General may allow first-class travel;
- (c) A higher standard of travel may be approved when the Secretary-General determines that special circumstances warrant it;
- (d) Children, including those under 2 years of age, travelling by air shall be provided with a ticket entitling them to a seat;
- (e) For all official travel by train or commercial ground transportation approved under paragraph (b) of Rule 171.7 staff members and their eligible family members shall be granted regular first-class travel or an equivalent standard;

- (f) For all official water travel approved under paragraph (b) of Rule 171.7, staff members and their eligible family members shall be granted a standard of travel to be determined by the Secretary-General, appropriate to the circumstances of the case;
- (g) If a staff member or eligible family member travels using a more economical standard than the one approved, the Organization shall pay only for the standard actually used at the rate paid by the traveller.

Rule 171.9 **Travel by private vehicle**

- (a) Staff members who are authorized to travel by automobile shall be reimbursed by the Organization at rates and under conditions established by the United Nations on the basis of operating costs in the area in which the travel is undertaken and an appropriate minimum distance for the calculation of the daily subsistence allowance;
- (b) Reimbursement for travel by automobile within a radius of 35 miles (57 km) of the official duty station shall be based on actual distance, and for travel beyond a 35-mile (57 km) radius, on distance as shown on official road guides. Commutation between residence and place of business shall not be reimbursable;
- (c) The rate per kilometre established by the United Nations shall be payable to only one of two or more persons travelling together on the same trip and in the same motor car.
- (d) The total of the rate per kilometre reimbursement and the travel subsistence allowance which a staff member may claim in respect of a particular journey by automobile shall be limited to the maximum travel expenses to which he or she would have been entitled had he or she and his or her eligible family members travelled by the most economical route;
- (e) Staff members may, upon request, be authorized to travel by private vehicles other than automobiles. Rates and conditions applicable to such travel shall be established by the Secretary-General.

Rule 171.10 **Travel advances**

Staff members authorized to travel shall provide themselves with sufficient funds for all current expenses by securing an advance of funds if necessary. An advance of funds up to 80 per cent of the estimated reimbursable travel expenses will normally be made to a staff member or his or her eligible family members for expenses authorized under these rules provided the estimated reimbursable expenditure is not less than USD 50. Staff members may, on application, be advanced 100 per cent of the estimated reimbursable expenditure.

Rule 171.11 **Travel expenses**

- (a) Travel expenses which shall be paid or reimbursed by the Organization under the relevant provisions of these rules shall include:
 - (i) Transportation expenses (i.e. carrier fare);
 - (ii) Terminal expenses;
 - (iii) Transit expenses;
 - (iv) Travel subsistence allowance;
 - (v) Necessary additional expenses incurred during travel;
- (b) Staff members shall exercise the same care in incurring expenses that a prudent person would exercise if travelling on personal business.

Rule 171.12 ***Expenses while in transit***

- (a) A staff member and his or her eligible family members authorized to travel by sea shall be entitled to a fixed amount to cover transit expenses equivalent to the amount of travel subsistence allowances that would have been payable in respect of the travel if the travel had been by air;
- (b) When the authorized mode of transportation is other than by sea, full travel subsistence allowance shall be payable for the time spent in transit, subject to the conditions laid down in Rules 171.4, 171.5, 171.7 and 171.11 and with the proviso that in the case of travel other than on official business a maximum of three days' travel time shall be allowed in respect of any specific journey.

Rule 171.13 ***Travel subsistence allowance***

- (a) Except during travel by sea, and subject to the application of a special rate under Rule 171.14, a staff member, when authorized to travel at the expense of the Organization, shall receive a daily allowance in accordance with the rates established by the International Civil Service Commission;
- (b) The Secretary-General may fix rates of subsistence allowance different from those established in accordance with paragraph (a) above when he or she is satisfied that they do not correspond to the amounts required to pay subsistence costs;
- (c) Travel subsistence allowance shall be deemed to comprise the total contribution of the Organization towards such charges as meals, lodging, gratuities, and other payments made for personal services rendered. Except as provided in Rule 171.16, any expenditure incurred in excess of the allowance shall be borne by the staff member;
- (d) When eligible family members of a staff member are authorized to travel at the expense of the Organization, he or she shall be paid an additional travel subsistence allowance on behalf of each such family member at half the rate applicable to the staff member, provided that no such allowance shall be payable in respect of travel by sea and travel undertaken in accordance with the provisions of Rule 171.4 (b);
- (e) Except for leave taken at a rate not exceeding one and a half days for each completed month on which a staff member is in travel status on official business, travel subsistence allowance shall not be paid in respect of any period of annual or special leave. It shall not, in any event, be paid in respect of leave taken at the conclusion of active duty on an assignment but prior to the staff member's return to his or her official duty station;
- (f) The travel subsistence allowance shall continue to be paid during periods of sick leave while in travel status, except that, if the traveller is hospitalized, only one third of the appropriate daily rate shall be paid;
- (g) The appropriate travel subsistence allowance shall be paid for any days on which a staff member is required to perform official duties in connection with travel on home leave;
- (h) No travel subsistence allowance shall be payable in respect of travel on home leave, family visit or education grant, provided that the allowance may be paid for stopovers actually made on such travel under conditions established by the Secretary-General. Where travel at the Organization's expense is authorized for medical, security or other reasons under Rule 171.1 (a) (vii) or Rule 171.2 (a) (vii), an appropriate amount of subsistence allowance may be paid under conditions established by the Secretary-General.

Rule 171.14 *Special rates of travel subsistence allowance*

In the event of staff members being assigned to conferences of long duration or for other extended periods of duty away from their official duty station, the Secretary-General may establish a special rate of subsistence allowance.

Rule 171.15 *Computation of the travel subsistence allowance*

- (a) Except during travel by sea, subsistence allowance shall be paid to a staff member, at the rates and under the conditions prescribed in Rule 171.13, for each calendar day or fraction thereof involving an overnight stay away from his or her residence during which the staff member or his or her eligible family members are in official travel status, with the proviso that for a journey of 24 hours or longer a full day's allowance at the appropriate rate shall be paid for the day on which travel is begun and that no allowance shall be paid for the day on which travel is ended. Where travel does not involve an overnight stay away from the residence, no allowance shall be paid for a journey of less than 10 hours, and 40 per cent of the allowance shall be paid for a journey of 10 hours or more;
- (b) Where travel is by sea, a full day's allowance at the appropriate rate shall be paid for the day of arrival at the port of disembarkation provided that the traveller remains in official travel status for more than 12 hours thereafter. No allowance shall be paid for the day on which embarkation takes place;
- (c) If more than one rate should apply during the course of any one day, the rate applicable to the major portion of the day shall be paid for the entire day. If the traveller completes his or her travel on the same day as he or she commenced it, the rate applicable for the area of the destination shall be paid for that day;
- (d) When it is necessary, for the purpose of computing the amount of travel subsistence allowance payable, to specify the "hour of departure" and the "hour of arrival", these shall be considered as the time when the train, vessel, or airplane used by the traveller actually leaves or arrives at its regular terminal.

Rule 171.16 *Miscellaneous travel expenses*

Necessary additional expenses, incurred by a staff member in connection with the transaction of official business or in the performance of authorized travel, shall be reimbursed by the Organization after completion of travel provided the necessity and nature of the expenses are satisfactorily explained and supported by proper receipts which shall normally be required for any expenditure in excess of USD 30. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

- (i) Hire of local transportation other than that provided for under Rule 171.17;
- (ii) Telephone and other forms of communication required for official business;
- (iii) Transfer of authorized baggage by railway express or other appropriate agency;
- (iv) Space, equipment and services required for official use;
- (v) Transportation or storage of authorized baggage or property used on official business;
- (vi) Passport costs.

Rule 171.17 *Terminal expenses*

For all official travel to or from the duty station, a staff member may claim reimbursement of terminal expenses incurred for each required trip by means of public conveyance between the airport or other point of arrival or departure and the hotel or other place of dwelling in respect of himself or herself and in respect of each family member authorized to travel at the Organization's expense at rates and under conditions established by the Secretary-General.

When an official WMO or government vehicle is made available for the trip, the staff member's entitlement and each dependant's entitlement shall be reduced to rates established by the Secretary-General. No expenses shall be reimbursable in respect of an intermediate stop:

- (i) Which is not authorized;
- (ii) Which does not involve leaving the terminal; or
- (iii) Which is exclusively for the purpose of making an onward connection.

Terminal expenses shall be deemed to include all expenditure for transportation between the airport or other point of arrival or departure and the hotel or other place of dwelling, including transfer of accompanied baggage and other incidental charges, except the costs provided for under Rule 171.16 (iii).

Rule 171.18 *Settling-in grant*

- (a) Except for special mission service, a staff member in the Professional and higher categories who travels at the Organization's expense to a duty station for an assignment expected to be of at least one year's duration shall be paid a settling-in grant, subject to the conditions set forth below;
- (b) The amount of the settling-in grant shall be equivalent to:
 - (i) Thirty days of local subsistence allowance at the daily rate established by the International Civil Service Commission for the duty station;
 - (ii) Fifteen days of local subsistence allowance in respect of each family member for whom travel expenses have been paid by the Organization at the local daily rate established by the International Civil Service Commission for the duty station;

The above-mentioned amounts shall be calculated on the basis of the rate prevailing on the date of arrival at the duty station of the staff member or of the staff member's family member, as appropriate;
 - (iii) A lump-sum amount equivalent to one month of the staff member's net base salary and applicable post adjustment at the duty station of assignment;
- (c) If a change of official duty station or a new appointment involves a return to a place at which the staff member was previously stationed, the full amount of the settling-in grant shall not be payable unless the staff member has been absent from that place for at least one year. In the case of a shorter absence, the amount payable shall normally be that proportion of the full grant that the completed months of absence bear to one year;
- (d) Where a staff member and his or her spouse are both staff members who are travelling at the Organization's expense to a duty station, the daily subsistence allowance portion of the settling-in grant shall be paid to each in respect of himself or herself. If they have a dependent child or children, the settling-in grant in respect of such child or children shall be paid to the staff member on whom each child is recognized to be dependent;
- (e) In cases where the staff member has not completed the period of service in respect of which the settling-in grant has been paid, the grant shall be adjusted proportionately and recovery made under conditions established by the Secretary-General who, in exceptional circumstances, may decide to waive recovery;
- (f) The Secretary-General may, in appropriate cases, authorize payment of all or part of the settling-in grant where the Organization has not been required to pay travel expenses upon the appointment of a staff member regarded as internationally recruited.

Rule 171.19 Excess baggage and unaccompanied shipments

- (a) Baggage in excess of the weight or volume carried without extra charge by transportation companies shall be considered as excess baggage within the meaning of these rules. Personal effects and household goods shall be as defined in Rule 172.1 (d) (ii);
- (b) Staff members travelling by air economy class or its equivalent shall be entitled to payment of excess baggage for themselves and their eligible family members to the extent of the difference between the free baggage allowance by first class and by economy class or its equivalent;
- (c) When baggage is carried without charge by one transportation company, but considered as excess by a company furnishing subsequent transportation other than by air, the traveller may be reimbursed for the charges involved provided he or she obtains a statement from the company making the charge that the baggage was considered as excess;
- (d) Charges for excess baggage by air, other than those authorized under paragraph (b) above, shall not be reimbursable unless, in the opinion of the Secretary-General, the circumstances under which the staff member is travelling are of a sufficiently exceptional and compelling nature to warrant such reimbursement. In no event shall such charges be reimbursable, if incurred in connection with travel on home leave or family visit, except as provided under paragraph (e) below;
- (e) When the authorized travel is by air, or by land, charges for unaccompanied shipment of personal baggage relating to travel on home leave or family visit may be reimbursed up to a maximum of 50 kg (110 lb) or 0.31 cubic metres (11 cubic feet) by surface means per person in respect of each journey. At the request of the staff member, this entitlement may be converted to 10 additional kilograms of accompanied excess baggage or its equivalent, as established by the Secretary-General;
- (f) Charges for excess baggage or unaccompanied shipment relating to travel approved in connection with the education of children may be reimbursed, as follows:
- (i) For travel in regard to the first outward journey to, or the final return journey from, an educational institution or the change of attendance at an educational institution in a different city or locality, up to a maximum of 200 kg (440 lb) or 1.24 cubic metres (44 cubic feet) by surface means in respect of each journey;
 - (ii) 50 kg (110 lb) by air at all other times. At the request of the staff member, this entitlement may be converted to 10 additional kilograms of accompanied excess baggage or its equivalent, as established by the Secretary-General;
- (g) On travel on appointment or assignment, transfer or separation where no entitlement to removal costs exists under Rule 172.1, the Organization may treat the partial removal of household goods in a similar manner as under Rule 172.1 (d);
- (h) Unaccompanied shipments shall normally be made in one consignment and shall be within the limit of costs of transportation between the places of departure and destination of the authorized travel of the staff member or his or her family members;
- Reasonable costs of packing, crating, cartage, unpacking and uncrating of shipments within the limits of authorized weight or volume will be reimbursed, but storage charges, other than those directly incidental to the shipment, and costs for servicing of appliances, dismantling or installation of fixtures or special packing shall not be reimbursed;
- (i) On travel on appointment, assignment, transfer or separation from service, where entitlement to removal costs does exist under Rule 172.1, a staff member shall be paid expenses incurred in transporting a reasonable amount of personal effects and household

goods, as an advance removal shipment, by the most economical means, as determined by the Secretary-General, up to a maximum, including the weight or volume of packing but excluding crating and lift vans of:

- (i) 450 kg (990 lb) or 2.80 cubic metres (99 cubic feet) for the staff member;
- (ii) 300 kg (660 lb) or 1.87 cubic metres (66 cubic feet) for the first eligible family member; and
- (iii) 150 kg (330 lb) or 0.93 cubic metres (33 cubic feet) for each additional eligible family member;

authorized to travel at the expense of the Organization. The weight or volume of any shipment under this paragraph shall be deducted from the maximum weight or volume to which the staff member is entitled under paragraph (d) of Rule 172.1;

- (j) On travel on appointment or assignment for less than one year or on separation from service in the case of an appointment for less than one year, a staff member may be authorized to ship personal effects at the Organization's expense by the most economical means, up to a maximum of 100 kg (220 lb) or 0.62 cubic metres (22 cubic feet), including the weight or volume of packing but excluding crating and lift vans. Where the appointment or assignment is extended for a total period of one year or more, the staff member shall be paid expenses for an additional shipment of personal effects and household goods up to the maximum entitlements established in paragraph (g) above;
- (k) Where surface shipment under paragraphs (f) (i), (g), (i) or (j) is the most economical means of transport, such shipment may be converted to air freight on the basis of one half of the weight or volume of the authorized surface entitlement:
 - (i) When a staff member elects to convert the whole surface entitlement to air freight; or
 - (ii) When, in the opinion of the Secretary-General, the conversion to air freight of a portion of the surface entitlement is necessary to meet urgent needs;

However, for shipments under paragraph (g) above a portion of the surface entitlement up to 10 per cent thereof may be converted to air freight, on the basis of the full weight or volume, except in the case of separation from service or movement to a duty station in a city where the Headquarters of the Organization, the United Nations or a specialized agency is located. If the entitlement is under paragraph (i) referred to above, twice the weight or volume of the air freight shipment shall be deducted from the staff member's entitlement under Rule 172.1;

- (l) When the authorized travel is by air, the staff member may elect to convert the whole surface shipment relating to travel on home leave or family visit under paragraph (e) above to air freight on the basis of the one-half rule. No costs for packing, crating, unpacking and uncrating will be paid, but reasonable costs will be paid for cartage of such air freight shipments;
- (m) Notwithstanding the one-half rule laid down in paragraphs (k) and (l) above, conversion to air freight on the basis of the full weight or volume may be authorized in the following cases:
 - (i) Where the cost of air freight is lower than surface shipment;
 - (ii) Where there is an extraordinary risk of damage to, or loss of, the shipment in transit; or
 - (iii) Where an excessive shipping delay is expected, particularly for shipment to land-locked countries;

However, for surface shipments under paragraphs (e) and (f), conversion on the basis of the full weight or volume may be authorized only in the cases indicated in subparagraphs (i) and (ii) above;

Rule 171.20 Insurance

- (a) Staff members shall not be reimbursed for the cost of personal accident insurance or of insurance of accompanied personal baggage. However, compensation may be paid in respect of losses or damage to accompanied personal baggage, in accordance with such arrangements as may be made by the Secretary-General within the terms of Rule 162.5;
- (b) In the case of unaccompanied shipments authorized under Rule 171.19 (g), insurance coverage will be provided by the Organization up to a maximum amount of:
 - (i) USD 8 000 for the staff member;
 - (ii) USD 4 000 for the first family member; and
 - (iii) USD 2 400 for each additional family member;

Such insurance coverage shall not include articles of special value for which special premium rates are charged. WMO will not be responsible for loss or breakage of unaccompanied baggage. When the unaccompanied shipment is in accordance with the entitlement for advance removal shipment authorized under Rule 171.19 (i), the amount of the insurance coverage shall be deducted from the overall insurance entitlement authorized for removal shipments under paragraph (c) below;

- (c) The cost of insurance of personal effects and household goods in transit (excluding articles of special value for which special rates of premium are charged) under Rule 172.1 shall be reimbursed, up to a maximum of USD 40 000 valuation, for the staff member and USD 65 000 for staff members with eligible family members. This reimbursement is subject to review and approval of the valuation by the Secretary-General. The Organization shall in no case be responsible for loss or breakage;
- (d) In the case of unaccompanied shipments under Rules 171.19 and 172.1, the staff member shall furnish the Organization, prior to shipment, with an inventory in duplicate of all articles, including containers such as suitcases, and the replacement value in United States dollars of each article in the shipment.

Rule 171.21 Loss of entitlement to return transportation

- (a) A staff member who resigns before completing one year of service or within six months following the date of his or her return from home leave shall not normally be entitled to payment of return travel expenses for himself or herself or his or her eligible family members. The Secretary-General may, however, authorize such payment if he or she is satisfied that there are compelling reasons for so doing;
- (b) Entitlement to return travel expenses shall cease if travel has not commenced within two years of the date of separation. However, when a staff member and his or her spouse are both staff members and the spouse who separates first is entitled to return travel expenses, his or her entitlement shall not cease until two years after the date of separation of the other spouse.

Rule 171.22 Illness and accident during travel

The Organization shall pay or reimburse reasonable hospital and medical expenses, in so far as these are not covered by other arrangements, which may be incurred by staff members who become ill or are injured while in travel status on official business.

Rule 171.23 Reimbursement of travel or removal expenses

The Secretary-General may reject any claim for payment or reimbursement of travel or removal expenses which are incurred by a staff member in contravention of any provision of these rules.

Rule 171.24 Transportation of decedents

Upon the death of a staff member or of an eligible family member, the Organization shall pay the expenses of transportation of the body from the official duty station or, in the event of death having occurred while in travel status from the place of death, to a place to which the staff member or the eligible family member was entitled to return transportation under Rule 171.1 or 171.2. These expenses shall include reasonable costs for the preparation of the body. If local interment is elected, reasonable expenses incurred for the interment may be reimbursed.

Regulation 7.2 The Secretary-General shall establish conditions and definitions under which the Organization shall pay removal costs for staff members.

Rule 172.1 Removal costs

- (a) The Secretary-General shall decide, after consideration of all circumstances, whether the cost of removal of household goods of a staff member shall be payable as provided hereunder. The cost of removal of the household goods that were in the possession of a staff member at the time of his or her assignment to the duty station to which the goods are to be shipped or at the time of his or her separation from service shall be paid by the Organization, subject to the above condition:
- (i) On initial appointment for a period of two years or longer;
 - (ii) Upon completion of two years of continuous service;
 - (iii) On change of duty station to an established office, provided that the staff member is expected to serve at the new duty station for a period of two years or longer;
 - (iv) Upon separation from service provided the staff member had an appointment of two years or longer or had completed not less than two years of continuous service and had been granted removal to the duty station;
- (b) Under subparagraphs (i) and (ii) of paragraph (a) above, the Organization shall pay the expenses of removing a staff member's household goods and personal effects either from the place of recruitment or from the place recognized as his or her home for purposes of home leave under Rule 153.1, provided that the goods and effects were in his or her possession at the time of appointment, were used by him or her and/or his or her eligible family members and are being transported for his or her own use. Payment of removal expenses from a place other than those specified may be authorized by the Secretary-General in exceptional cases, on such terms and conditions as he or she deems appropriate. No expenses shall be paid for removing a staff member's personal effects and household from one residence to another at the duty station;
- (c) Under subparagraph (iv) of paragraph (a) above, the Organization shall pay the expenses of removing a staff member's household goods and personal effects from his or her official duty station to any one place to which he or she is entitled to be returned in accordance with the provisions of Rule 171.1, or any other one place authorized by the Secretary-General in exceptional cases on such terms and conditions as he or she deems appropriate, provided the goods and effects were in the staff member's possession at the time of separation, were used by him or her and/or his or her eligible family members and are being transported for his or her own use;

- (d) Payment by the Organization of removal expenses shall be subject to the following conditions:
- (i) Staff members with an assignment of two years or more are entitled to a relocation shipment of a standard 20-foot container for single staff and a 40-foot container for staff with eligible family members, regardless of the weight of household goods, via the most cost-effective route and mode of transportation. Higher maxima may be authorized if the staff member presents convincing evidence that his or her normal and necessary personal effects and household goods to be removed exceed those limits;
 - (ii) In lieu of full removal, one of the following options may apply: Lump-sum option established at 70 per cent of the actual cost of relocation shipments or a lump sum set by the Organization based on 70 per cent of costs of past shipments, not exceeding the amount as specified in the administrative instructions related thereto;
 - (iii) For the purposes of unaccompanied shipments and removal, personal effects and household goods shall include all effects and goods normally required for personal or household use with the proviso that animals, boats, automobiles, motorcycles, trailers and other power-assisted conveyances shall in no case be considered as such effects and goods;
 - (iv) Shipments under this Rule shall normally be made in one consignment. Reasonable costs of packing, crating, cartage, unpacking and uncrating of such shipments within the limits of the relocation entitlement will be reimbursed, but costs for the servicing, dismantling, installing or special packing of personal effects and household goods shall not be reimbursed. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Secretary-General, they are directly incidental to the transportation of the consignment;
 - (v) Transportation of personal effects and household goods shall be by the most economical means, as determined by the Secretary-General, taking into account costs allowable under subparagraph (d) (iv) above;
 - (vi) In addition to the removal expenses under this Rule, the cost of transporting a privately owned automobile to a duty station may be partially reimbursed under conditions established by the Secretary-General, provided that the duty station to which the automobile is transported is one of the duty stations designated for that purpose and that the assignment of the staff member to the duty station is expected to be for a period of two years or more or that the initial assignment for a lesser period is extended so that the total period of assignment becomes two years or more;
- (e) Removal costs shall not be payable under this Rule in the case of mission service;
- (f) Where a staff member and his or her spouse are both staff members and each is entitled to removal of personal effects and household goods or to unaccompanied shipment under Rule 171.19 (g), the maximum relocation entitlement that may be removed at the Organization's expense for both of them shall be that provided for a staff member with a spouse or dependent child residing at the official duty station.

Rule 172.2 *Loss of entitlement to removal expenses*

- (a) A staff member who resigns before completing two years of service shall not normally be entitled to payment of removal expenses under Rule 172.1 above;
- (b) Entitlement to removal expenses under Rule 172.1 (a) (i) and (ii) shall normally cease if removal has not commenced within two years after the date on which the staff member became entitled to removal expenses or if the staff member's services are not expected to continue for more than six months beyond the proposed date of arrival of the personal effects and household goods;

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- (c) Upon separation from service, entitlement to unaccompanied shipment expenses under Rule 171.19 (g) and (j) or removal expenses under Rule 172.1 shall cease if the shipment or removal has not commenced within six months or one year, respectively, after the date of separation. However, where a staff member and his or her spouse are both staff members and the spouse who separates first is entitled to unaccompanied shipment or removal expenses, his or her entitlement shall not cease until six months or one year, as the case may be, after the date of separation of the other spouse.

ARTICLE 8 STAFF RELATIONS

Regulation 8.1 The Secretary-General shall make provision for staff participation in the discussion of policies relating to staff questions.

Rule 181.1 **Staff Committee**

- (a) A Staff Committee, elected by the staff members, shall be established for the purpose of ensuring continuous contact between the staff and the Secretary-General. It shall be consulted on questions relating to staff welfare and administration, including policy on appointments, promotions and terminations, and on salaries and related allowances, and shall be entitled to make proposals to the Secretary-General on behalf of the staff on such matters;
- (b) Except for instructions to meet emergency situations, general administrative instructions or directions on questions within the scope of paragraph (a) shall be transmitted in advance to the Staff Committee for consideration and comment before being placed in effect;
- (c) The Staff Committee shall be composed in such a way as to afford all categories of staff (General Service, Professional and above) equitable representation. Any member of the staff shall be eligible for election to the Staff Committee;
- (d) Election of the Staff Committee shall take place annually under regulations agreed to by the Secretary-General.

Rule 181.2 **Protection of staff representatives**

- (a) The function of Staff Representatives shall be considered as official;
- (b) No Staff Representative shall be subject to retaliation, intimidation or discriminatory treatment, or the attempt thereof, by the administration or any staff member, as a consequence of performing staff representational functions.

ARTICLE 9 SEPARATION FROM SERVICE

Regulation 9.1 Staff members may resign from the Secretariat upon giving the Secretary-General the notice required under the terms of their appointment.

Rule 191.1 Resignation

- (a) A resignation, within the meaning of the Staff Regulations, is a separation initiated by a staff member;
- (b) Unless otherwise specified in their letters of appointment, three months' written notice of resignation shall be given by staff members with permanent appointments and thirty days' written notice of resignation by those with temporary appointments. The Secretary-General may, however, accept resignations at shorter notice;
- (c) The Secretary-General may require the resignation to be submitted in person in order to be acceptable.

Regulation 9.2

- (a) The Secretary-General may terminate the appointment of a staff member who holds a permanent appointment if the necessities of the service require abolition of the post or reduction of the staff, if the services of the individual concerned prove unsatisfactory, or if he or she is, for reasons of health, incapacitated for further service;

The Secretary-General may also, giving his or her reasons therefor, terminate the appointment of a staff member who holds a permanent appointment:

- (i) If the conduct of the staff member indicates that the staff member does not meet the highest standards of integrity required under Regulation 4.2;
- (ii) If facts anterior to the appointment of the staff member and relevant to his suitability come to light which, if they had been known at the time of his appointment, should under the standards required by Regulation 4.2 have precluded his appointment;

No termination under subparagraphs (i) and (ii) shall take place until the matter has been considered and reported on by a special advisory board appointed for that purpose by the Secretary-General;

Finally, the Secretary-General may terminate the appointment of a staff member who holds a permanent appointment if such action would be in the interests of the good administration of the Organization and in accordance with the standards required under Regulation 4.2, provided that the action is not contested by the staff member concerned;

- (b) The Secretary-General may terminate the appointment of a staff member with a fixed-term appointment prior to the expiration date for any of the reasons specified in paragraph (a) above, or for such other reason as may be specified in the letter of appointment;
- (c) In the case of project personnel the Secretary-General may at any time terminate the appointment if, in his opinion, such action would be in the interests of the World Meteorological Organization.

Rule 192.1 **Definition of termination, abolition of posts and reduction of staff**

(a) Definition of termination

A termination within the meaning of the Staff Regulations is a separation initiated by the Organization, other than retirement on pension or full compensation for age or disability, and dismissal for serious misconduct or abandonment of post;

(b) Criteria for preference in retention

If the necessities of the service require that the appointment of staff members be terminated as a result of abolition of posts or reduction of staff, staff members with permanent appointments shall as a general rule be retained in preference to those holding other appointments, subject to the availability of suitable posts in which their services can be effectively utilized. Due regard shall, however, be given to relative competence and integrity, to length of service, and to nationality from the point of view of overall geographical distribution, with the proviso that nationality shall not be a consideration in the case of staff members with more than five years' service.

Regulation 9.3 If the Secretary-General terminates an appointment under Regulation 9.2 the staff member shall be given notice and indemnity payment in accordance with the terms of his appointment.

Rule 193.1 **Notice of termination**

- (a) A staff member whose permanent appointment is to be terminated shall be given not less than three months' written notice of such termination;
- (b) A staff member whose temporary appointment is to be terminated shall be given not less than thirty days' written notice of such termination or such notice as may otherwise be stipulated in his or her letter of appointment;
- (c) In lieu of these notice periods the Secretary-General may authorize compensation calculated on the basis of the salary and allowances which the staff member would have received had the date of termination been at the end of the notice period.

Rule 193.2 **Termination indemnity**

Staff members whose appointments are terminated under Regulation 9.2 shall be paid an indemnity in accordance with the following provisions:

- (a) Except as provided in paragraphs (b) and (c) below, the termination indemnity shall be paid in accordance with the following schedule:

Completed years of service with the Organization	Months of remuneration as calculated under Rule 193.3 (a)	
	Permanent appointments	Fixed-term appointments exceeding six months
Less than 1	Not applicable	One week for each month of uncompleted service subject to a minimum of six weeks' and to a maximum of three months' indemnity pay
1	Not applicable	
2	3	
3	3	
4	4	
5	5	
6	6	
7	7	3
		5

Completed years of service with the Organization	Months of remuneration as calculated under Rule 193.3 (a)	
	Permanent appointments	Fixed-term appointments exceeding six months
8	8	7
9	9	9
10	9.5	9.5
11	10	10
12	10.5	10.5
13	11	11
14	11.5	11.5
15 or more	12	12

- (b) A staff member whose appointment is terminated for reasons of health shall receive an indemnity equal to the indemnity provided under paragraph (a) above, reduced by the amount of any disability benefit that the staff member may receive under the Regulations of the United Nations Joint Staff Pension Fund, for the number of months to which the indemnity rate corresponds;
- (c) A staff member whose appointment is terminated for unsatisfactory service or who for disciplinary reasons is separated from service for misconduct other than by dismissal may be paid, at the discretion of the Secretary-General, an indemnity not exceeding one half of the indemnity provided under paragraph (a) above;
- (d) No indemnity payments shall be made to:
- (i) A staff member who resigns, except where termination notice has been given and the termination date agreed upon;
 - (ii) A staff member who has a fixed-term appointment, which is completed on the expiration date specified in the letter of appointment;
 - (iii) A staff member who is dismissed;
 - (iv) A staff member who abandons his or her post;
 - (v) A staff member who is retired under the Regulations of the United Nations Joint Staff Pension Fund.

Rule 193.3 Computation of termination indemnity

- (a) Payment of termination indemnity shall be calculated:
- (i) For staff in the Professional category and above, on the basis of the staff member's gross salary less staff assessment;
 - (ii) For staff in the General Service category, on the basis of the staff member's gross salary, plus language allowance and non-resident's allowance, if any, less staff assessment;
- (b) Length of service shall be deemed to comprise the total period of a staff member's full-time continuous service with the Organization regardless of type of appointment. Continuity of such service shall not be considered as broken by periods of special leave without pay or with partial pay, but full months of any such periods exceeding one calendar month shall not be credited as service for indemnity purposes; periods of less than one calendar month shall not affect the ordinary rates of accrual;
- (c) Termination indemnity shall not be paid to any staff member who, upon separation from service, will receive a retirement benefit under Article 28 of the Regulations of the United

Nations Joint Staff Pension Fund or compensation for permanent total disability under Rule 162.4;

- (d) Upon application of a staff member who is to be separated as a result of an agreed termination of appointment or because of abolition of post or reduction in staff and who is within two years of age 55 years and 25 years of contributory service in the United Nations Joint Staff Pension Fund or who is over that age and within two years of 25 years of contributory service, the Secretary-General may place such staff member on special leave without pay for pension purposes pursuant to Rule 152.1 (c) under conditions to be established by the Secretary-General. Such special leave shall commence from the date on which the separation would otherwise have taken effect for a period of up to two years for the sole purpose of enabling the staff member to remain a participant in the United Nations Joint Staff Pension Fund during this period;
- (e) The Organization will, on the written request of the staff member prior to being placed on special leave in accordance with the provisions of the preceding paragraph, pay the pension contribution of the Organization and of the staff member during this period of special leave. The total amount of these contributions will be deducted from the termination indemnity otherwise payable;
- (f) A staff member selecting the option of special leave described in paragraph (d) of this rule shall sign an undertaking acknowledging that his or her status on special leave is solely for pension purposes and that his or her entitlements and those of any dependants to all other emoluments and benefits under the Staff Regulations and Rules is determined finally as of the date of commencement of such special leave.

Regulation 9.4 The Secretary-General shall establish a scheme for the payment of repatriation grants.

Rule 194.1 Repatriation grant

- (a) In principle, the repatriation grant shall be payable to staff members who have completed at least five years of qualifying service, whom the Organization has an obligation to repatriate and who at the time of separation are residing, by virtue of their service with the WMO, outside their country of nationality. Payment of the repatriation grant shall be subject to the provision by the former staff member of evidence of relocation away from the country of the last duty station. Evidence of relocation shall be constituted by documentary corroboration that the former staff member has established residence in a country other than that of the last duty station. However, staff members already in service before 1 July 1979 shall retain the entitlement to a repatriation grant proportionate to the years and months of service qualifying for the grant which they already had accrued at that date without the necessity to produce evidence of relocation with respect to such qualifying service. The repatriation grant shall not be paid to a staff member dismissed;
- (b) The amount of the grant shall be proportional to the length of service with the Organization, as follows:

Years of continuous service away from the home country	Staff member with a spouse or dependent child at the time of separation	Staff member with neither a spouse nor a dependent child at the time of separation	
		Professional and higher categories	General Service category
	(Weeks of remuneration as calculated under Rule 194.1 (f))		
5	14	8	7
6	16	9	8
7	18	10	9
8	20	11	10

Years of continuous service away from the home country	Staff member with a spouse or dependent child at the time of separation	Staff member with neither a spouse nor a dependent child at the time of separation	
		Professional and higher categories	General Service category
	(Weeks of remuneration as calculated under Rule 194.1 (f))		
9	22	13	11
10	24	14	12
11	26	15	13
12 or more	28	16	14

Staff members already in service before 1 July 2016 retain their eligibility within the grant schedule in force before 1 July 2016 up to the number of years of expatriate service accrued at the time of implementation of the revised scheme;

- (c) "Obligation to repatriate" as used in paragraph (a) above shall be an obligation to return a staff member and his or her eligible family members upon separation, at the expense of the Organization, to a place outside the country of his or her duty station;
- (d) "Home country" as used in paragraph (b) above shall mean the country of home leave entitlement under Rule 153.1 or such other country as the Secretary-General may determine;
- (e) If at any time the staff member was considered to have acquired permanent residence in the country of his or her duty station and to have subsequently changed from such status, his or her continuous service will be deemed to have commenced at the time the change was made. Continuity of such service shall not be considered as broken by periods of special leave without pay or with partial pay, but full months of any such periods shall not be credited as service for the purpose of calculating the amount of the grant payable; periods of less than one calendar month shall not affect the ordinary rates of accrual;
- (f) Payment of the repatriation grant shall be calculated:
- (i) For staff in the Professional category and above, on the basis of the staff member's gross salary less staff assessment;
 - (ii) For staff in the General Service category, on the basis of the staff member's pensionable remuneration, plus language allowance and non-resident's allowance, if any;
- (g) No payments shall be made to local recruits under Rule 142.2, to a staff member who abandons his or her post, to a staff member who is dismissed, nor to any staff member who is residing at the time of separation in his or her home country while performing his or her official duties, with the proviso that a staff member who, after service at a duty station outside his or her home country, is transferred to a duty station within that country may be paid on separation a full or partial repatriation grant at the discretion of the Secretary-General;
- (h) A dependent child, within the meaning of paragraph (b) above, shall be a child in respect of whom the staff member, at the time of separation, is receiving a dependency allowance under Rule 134.1. The repatriation grant shall be paid, at the rate applicable to a staff member with a spouse or dependent child, to the eligible staff member, regardless of the place of residence of these persons;
- (i) Where a staff member and his or her spouse are both staff members and each is entitled, on separation from service, to payment of a repatriation grant, payment shall be made to each, according to their respective entitlements; where dependent children are recognized, the first parent to be separated may claim payment at the higher rate as

per (b) above. In this event, the second parent, on separation, may claim payment at the lower rate as per (b) above for the period of qualifying service subsequent thereto or, if eligible, at the higher rate as per (b) above for the whole period of his or her qualifying service, from which shall normally be deducted the amount of the repatriation grant paid to the first parent;

- (j) Entitlement to a repatriation grant shall cease if no claim for payment of the grant has been submitted within two years of the effective date of separation. However, where a staff member and his or her spouse are both staff members and the spouse who separates first is entitled to a repatriation grant, his or her entitlement to a repatriation grant shall cease if no claim for payment of the grant has been submitted within two years of the date of separation of the other spouse. Loss of entitlement to payment of return travel expenses under Rule 171.21 shall not affect a staff member's eligibility for payment of the repatriation grant;
- (k) In the event of the death of an eligible staff member, no payment of a repatriation grant shall be made, unless there is a surviving spouse or one or more dependent children whom the Organization is obligated to return to their home country. If there is one such survivor, payment shall be made at the single rate; if there are two or more such survivors, payment shall be made at the rate applicable to a staff member with a spouse or dependent child.

Regulation 9.5 Staff members shall not be retained in active service beyond the age of 65 years. The Secretary-General may, in the interests of the Organization, retain staff members in service beyond this age limit in exceptional cases. The retention of a staff member in the Professional category beyond the age of 65 shall require the authorization of the Executive Council.

Rule 195.1 Retirement

Retirement under the provisions of the Regulations of the United Nations Joint Staff Pension Fund shall not be regarded as a termination within the meaning of the Staff Regulations and Staff Rules.

Rule 195.2 Expiration of fixed-term appointments

- A temporary appointment for a fixed term shall expire automatically and without prior notice on the expiration date specified in the letter of appointment;
- Separation as a result of the expiration of any such appointment shall not be regarded as a termination within the meaning of the Staff Regulations and Staff Rules.

Rule 195.3 Commutation of accrued annual leave

A staff member who, on leaving the service of the Organization, has not exhausted the annual leave to which he/she is entitled, shall be paid in respect of each day of unused annual up to a maximum of 30 working days. The payment shall be calculated:

- (i) For staff in the Professional category and above, on the basis of the staff member's gross salary less staff assessment and the post adjustment applicable before separation;
- (ii) For staff in the General Service category, on the basis of the staff member's gross salary, plus language allowance and non-resident's allowance, if any, less staff assessment;

Rule 195.4 Restitution of advance annual and sick leave

Upon separation, a staff member who has taken advance annual or sick leave beyond that which he or she has subsequently accrued shall make restitution for such advance leave by means of a cash refund or an offset against moneys due to him from the Organization, equivalent to the remuneration received, including allowances and other payments, in respect of the advance leave period. The Secretary-General may waive this requirement if he or she is satisfied there are exceptional or compelling reasons for so doing.

Rule 195.5 Last day for pay purposes

- (a) When a staff member is separated from service, the date on which entitlement to salary, allowances and benefits shall cease shall be determined according to the following provisions:
- (i) Upon resignation, the date shall be either the date of expiration of the notice period under Rule 191.1 or such other date as the Secretary-General accepts. Staff members will be expected to perform their duties during the period of notice of resignation, except when the resignation takes effect upon the completion of maternity leave or following sick or special leave. Annual leave will be granted during the notice of resignation only for brief periods and for purposes not inconsistent with the provisions of Rule 195.3;
 - (ii) Upon expiration of a fixed-term appointment, the date shall be the date specified in the letter of appointment;
 - (iii) Upon termination, the date shall be the date provided in the notice of termination;
 - (iv) Upon retirement, the date shall be the date approved by the Secretary-General for retirement;
 - (v) In the case of dismissal, the date shall be the date on which the staff member is notified in writing of the decision to dismiss him or her;
- (b) When an internationally recruited staff member exercises an entitlement to return travel, the last day for pay purposes shall be the date established under subparagraphs (i), (ii) and (iii) above, or the estimated date of arrival at the place of entitlement, whichever is later. The estimated date of arrival shall be determined on the basis of the time it would take to travel without interruption by an approved route and mode of direct travel from the duty station to the place of entitlement, the travel commencing not later than the day following the date established under paragraph (a).

Grant on death

- (c) In the case of death, the date on which entitlement to salary, allowances and benefits shall cease shall be the date of death. In this event, a single grant computed in accordance with the following schedule shall be paid to a spouse or, if there is no spouse, to any dependent child and shall be paid to the survivors in such proportions as may have been specified by the deceased, or in the absence of such designation, in equal proportions:

Completed years of service with the Organization (as defined in Rule 193.3)	Months of remuneration calculated in accordance with Rule 195.5 (c) (ii) below
3 or less	3
4	4
5	5
6	6
7	7
8	8
9 or more	9

-
- (d) Payment of the grant on death shall be calculated:
- (iii) For staff in the Professional category and above, on the basis of the staff member's gross salary less staff assessment. If there is only one survivor, the staff assessment at the rates applicable to staff members with neither a dependent spouse nor a dependent child shall apply; if there are two or more survivors, payment shall be made at the rate applicable to a staff member with a spouse or dependent child;
 - (iv) For staff in the General Service category, on the basis of the staff member's gross salary, plus language allowance and non-resident's allowance, if any, less staff assessment;
- (e) If there is no surviving spouse or dependent child, no payment shall be made;
- (f) All other entitlements and accrual of benefits shall cease as of the date of death.

Rule 195.6 Certificate of service

Any staff member who so requests shall, on leaving the service of the Organization, be given a statement relating to the nature of his or her duties and the length of his or her service. On his or her written request, the statement shall also refer to the quality of his or her work and his or her official conduct.

ARTICLE 10 DISCIPLINARY MEASURES

Regulation 10.1 The Secretary-General may impose disciplinary measures on staff members who engage in misconduct. Sexual exploitation and sexual abuse constitute serious misconduct.

Rule 1101.1 **Misconduct**

- (a) Failure by a staff member to comply with his or her obligations under the Convention of WMO, General Regulations, the Staff Regulations and Rules, the Financial Regulations and Rules or other relevant WMO administrative instructions or to observe the standards of conduct expected of an international civil servant may amount to misconduct and may lead to the institution of a disciplinary process and the imposition of disciplinary measures for misconduct.
- (b) Where the staff member's failure to comply with his or her obligations or to observe the standards of conduct expected of an international civil servant is determined by the Secretary-General to constitute misconduct, such staff member may be required to reimburse WMO either partially or in full for any financial loss suffered by WMO as a result of his or her actions, if such actions are determined to be wilful, reckless or grossly negligent.
- (c) The decision to launch an investigation into allegations of misconduct, to institute a disciplinary process and to impose a disciplinary measure shall be within the discretionary authority of the Secretary-General or officials with delegated authority.

Rule 1101.2 **Disciplinary measures**

- (a) Disciplinary measures may take one or more of the following forms only:
 - (i) Written censure;
 - (ii) Loss of one or more steps in grade;
 - (iii) Deferment, for a specified period, of eligibility for salary increment;
 - (iv) Suspension without pay for a specified period;
 - (v) Fine;
 - (vi) Deferment, for a specified period, of eligibility for consideration for promotion;
 - (vii) Demotion with deferment, for a specified period, of eligibility for consideration for promotion;
 - (viii) Separation from service, with notice or compensation in lieu of notice, notwithstanding Staff Rule 193.1, and with or without termination indemnity pursuant to Staff Rule 193.2 (c);
 - (ix) Dismissal.
- (b) Measures other than those listed under Staff Rule 1101.2 shall not be considered to be disciplinary measures within the meaning of the present rule. These include, but are not limited to, the following administrative measures:
 - (i) Written or oral reprimand;
 - (ii) Recovery of monies owed to the Organization;
 - (iii) Administrative leave with full pay or without pay pursuant to Staff Rule 1102.2.

- (c) A staff member shall be provided with the opportunity to comment on the facts and circumstances prior to the issuance of a written or oral reprimand pursuant to subparagraph (b) (i) above.

Rule 1101.3 *Due process in the disciplinary process*

- (a) The Secretary-General may initiate the disciplinary process where the findings of an investigation indicate that misconduct may have occurred. No disciplinary measure may be imposed on a staff member following the completion of an investigation unless he or she has been notified, in writing, of the formal allegations of misconduct against him or her and has been given the opportunity to respond to those formal allegations. The staff member shall also be informed of the right to seek the assistance of counsel in his or her defence through the Office of Staff Legal Assistance, or from outside counsel at his or her own expense.
- (b) Any disciplinary measure imposed on a staff member shall be proportionate to the nature and gravity of his or her misconduct.
- (c) A staff member against whom disciplinary or non-disciplinary measures, pursuant to Staff Rule 1101.2, have been imposed following the completion of a disciplinary process may submit an application challenging the imposition of such measures directly to the United Nations Dispute Tribunal, in accordance with Article 11 of the Staff Rules.
- (d) An appeal against a judgment of the United Nations Dispute Tribunal by the staff member or by the Secretary-General may be filed with the United Nations Appeals Tribunal in accordance with Article 11 of the Staff Rules.

Rule 1101.4 *Administrative leave pending investigation and the disciplinary process*

- (a) A staff member may be placed on administrative leave, subject to conditions specified by the Secretary-General, at any time after an allegation of misconduct and pending the completion of a disciplinary process. Administrative leave may continue until the completion of the disciplinary process.
- (b) A staff member placed on administrative leave pursuant to paragraph (a) above shall be given a written statement of the reason(s) for such leave and its probable duration in hard copy or electronically. Where transmission to the staff member is in hard copy, this shall normally be done by registered mail or by hand.
- (c) Administrative leave shall be with full pay except if one of the following conditions is met:
- (i) In cases in which there is probable cause that a staff member has engaged in sexual exploitation and sexual abuse, in which case the placement of the staff member on administrative leave shall be without pay;
 - (ii) When the Secretary-General determines that there are exceptional circumstances that warrant the placement of the staff member on administrative leave without pay because the misconduct, as defined in Staff Rule 1101.1, is of such gravity that it would, if established, warrant separation or dismissal under Staff Rule 1101.2 (a) (viii) or (ix), and there is information before the Secretary-General about the unsatisfactory conduct that makes it more likely than not (preponderance of the evidence) that the staff member engaged in the unsatisfactory conduct in which case the placement of the staff member on administrative leave shall be without pay.
- (d) Provided that at least one of the conditions of Rule 1101.4 (c) (i) or (ii) is met, the Secretary-General may convert the staff member's administrative leave with pay to administrative leave without pay at any time pending the conclusion of the disciplinary process.

- (e) Placement on administrative leave shall be without prejudice to the rights of the staff member and shall not constitute a disciplinary measure. If administrative leave is without pay and either the allegations of misconduct are subsequently not sustained or it is subsequently found that the conduct at issue does not warrant dismissal or separation, any pay withheld shall be restored without delay.
- (f) A staff member who has been placed on administrative leave may challenge the decision to place him or her on such leave in accordance with Article 11 of the Staff Rules.

ARTICLE 11 APPEALS

Regulation 11.1 Pursuant to the Agreement between the United Nations and the World Meteorological Organization, the World Meteorological Organization accedes to the two-tier formal system of justice:

- (a) The United Nations Dispute Tribunal shall, under conditions prescribed in its statute and rules, hear and render judgment on an application from a staff member alleging non-compliance with his or her terms of appointment or the contract of employment, including all pertinent regulations and rules;
- (b) The United Nations Appeals Tribunal shall, under conditions prescribed in its statute and rules, exercise appellate jurisdiction over an appeal of a judgment rendered by the United Nations Dispute Tribunal submitted by either party.

Rule 1111.1 *Informal resolution*

- (a) A staff member who considers that his or her contract of employment or terms of appointment have been violated is encouraged to attempt to have the matter resolved informally. To that end, a staff member who wishes to pursue informal channels should approach the Office of the Ombudsman without delay, without prejudice to the right to pursue the matter formally in accordance with the provisions of the present article.
- (b) Both the staff member and the Secretary-General may initiate an informal resolution, including mediation, of the issues involved at any time before or after the staff member chooses to pursue the matter formally.
- (c) The conduct of informal resolution by the Office of the Ombudsman, including mediation, may result in the extension of the deadlines applicable to management evaluation and to the filing of an application with the United Nations Dispute Tribunal, as specified in Staff Rules 1111.2 (c) and (d) and 1111.4 (c) below.
- (d) An application shall not be receivable by the United Nations Dispute Tribunal if the dispute arising from a contested decision has been resolved by an agreement reached through mediation. However, a staff member may submit an application directly with the Dispute Tribunal to enforce the implementation of an agreement reached through mediation within 90 calendar days of the deadline for implementation as specified in the mediation agreement or, when the mediation agreement is silent on the matter, within 90 calendar days of the thirtieth calendar day from the date on which the agreement was signed.

Rule 1111.2 *Management evaluation*

- (a) A staff member wishing to formally contest an administrative decision alleging non-compliance with his or her contract of employment or terms of appointment, including all pertinent regulations and rules pursuant to Staff Regulation 11.1 (a), shall, as a first step, submit to the Secretary-General in writing a request for a management evaluation of the administrative decision.
- (b) A staff member wishing to formally contest an administrative decision taken pursuant to advice obtained from technical bodies² or of a decision taken at Headquarters in Geneva to impose a disciplinary or non-disciplinary measure pursuant to Staff Rule 1101.2 following the completion of a disciplinary process is not required to request a management evaluation.

² Such technical bodies being medical boards or independent medical practitioners duly authorized to review medical decisions or medical recommendations, including reconsiderations referred to in Article 17 of Appendix D to the WMO Staff Regulations and Rules.

- (c) A request for a management evaluation shall not be receivable by the Secretary-General unless it is sent within 60 calendar days from the date on which the staff member received notification of the administrative decision to be contested. This deadline may be extended by the Secretary-General pending efforts for informal resolution conducted by the Office of the Ombudsman, under conditions specified by the Secretary-General.
- (d) The Secretary-General's response, reflecting the outcome of the management evaluation, shall be communicated in writing to the staff member within 45 calendar days of receipt of the request for management evaluation. The deadline may be extended by the Secretary-General pending efforts for informal resolution by the Office of the Ombudsman, under conditions specified by the Secretary-General.

Rule 1111.3 *Suspension of action*

- (a) Neither the submission of a request for a management evaluation nor the filing of an application with the United Nations Dispute Tribunal shall have the effect of suspending the implementation of the contested administrative decision.
- (b) However, where a management evaluation of an administrative decision is required:
 - (i) A staff member may submit an application requesting the United Nations Dispute Tribunal to suspend the implementation of the contested administrative decision until the management evaluation has been completed and the staff member has received notification of the outcome. In accordance with Article 2, paragraph 2, of its statute, the Dispute Tribunal may suspend the implementation of a decision where the decision appears prima facie to be unlawful, in cases of particular urgency and where its implementation would cause irreparable damage. The Dispute Tribunal's decision on such an application is not subject to appeal;
 - (ii) In cases involving separation from service, a staff member may opt to first request the Secretary-General to suspend the implementation of the decision until the management evaluation has been completed and the staff member has received notification of the outcome. The Secretary-General may suspend the implementation of a decision where he or she determines that the contested decision has not yet been implemented, the decision appears prima facie to be unlawful, in cases of particular urgency and where its implementation would cause irreparable damage to the staff member's rights. If the Secretary-General rejects the request, the staff member may then submit a request for suspension of action to the Dispute Tribunal under subparagraph (b) (i) above.

Rule 1111.4 *United Nations Dispute Tribunal*

- (a) A staff member may file an application against a contested administrative decision, whether or not it has been amended by any management evaluation, with the United Nations Dispute Tribunal within 90 calendar days from the date on which the staff member received the outcome of the management evaluation or from the date of expiration of the deadline specified under Staff Rule 1111.2 (d), whichever is earlier.
- (b) Where a staff member is not required to request a management evaluation, pursuant to Staff Rule 1111.2 (b), he or she may file an application directly with the United Nations Dispute Tribunal within 90 calendar days from the date on which the staff member received notification of the contested administrative decision.
- (c) Where mediation has been pursued by either party within the deadline for filing an application with the United Nations Dispute Tribunal specified in Staff Rule 1111.4 (a) or (b) and the mediation is deemed to have failed in accordance with the rules of procedure of the Mediation Division of the Office of the Ombudsman, the staff member may file an application with the Dispute Tribunal within 90 calendar days of the end of the mediation.

- (d) A staff member shall have the assistance of counsel through the Office of Staff Legal Assistance if he or she so wishes, or may obtain outside counsel at his or her expense, in the presentation of his or her case before the United Nations Dispute Tribunal.
- (e) A staff association may request permission from the United Nations Dispute Tribunal to submit a friend-of-the-court brief in relation to an application filed by a staff member.
- (f) A staff member who is entitled to appeal the same administrative decision that is the subject of an application brought by another staff member may request permission from the United Nations Dispute Tribunal to intervene in the matter.
- (g) In accordance with Article 2, paragraph 1, of its statute, the United Nations Dispute Tribunal has jurisdiction over applications filed by staff members:
 - (i) To appeal an administrative decision that is alleged to not be in compliance with a staff member's contract of employment or terms of appointment, including all pertinent regulations and rules and relevant administrative issuances in force at the time of the alleged non-compliance;
 - (ii) To appeal an administrative decision imposing a disciplinary measure;
 - (iii) To enforce the implementation of an agreement reached through mediation.
- (h) The competence of the United Nations Dispute Tribunal, as set forth in its statute, includes the authority:
 - (i) To suspend proceedings in a case at the request of the parties for a time to be specified by it in writing;
 - (ii) To order, at any time during the proceedings, an interim measure, which is not subject to appeal, to provide temporary relief to either party where the contested decision appears prima facie to be unlawful, in cases of particular urgency, and where its implementation would cause irreparable damage. Such temporary relief may include suspension of the implementation of the contested administrative decision, except in cases of appointment, promotion or termination;
 - (iii) To refer, at any time during its deliberations, a matter to mediation with the consent of both parties.

Rule 1111.5 *United Nations Appeals Tribunal*

- (a) In accordance with Article 2, paragraph 1, of its statute, the United Nations Appeals Tribunal shall have jurisdiction over an appeal against a judgment of the United Nations Dispute Tribunal alleging that the Dispute Tribunal has:
 - (i) Exceeded its jurisdiction or competence;
 - (ii) Failed to exercise jurisdiction vested in it;
 - (iii) Erred on a question of law;
 - (iv) Committed an error in procedure, such as to affect the decision of the case; or
 - (v) Erred on a question of fact, resulting in a manifestly unreasonable decision.
- (b) An appeal may be filed by either party against the judgment of the United Nations Dispute Tribunal within 60 calendar days following receipt of the Dispute Tribunal's judgment. An appeal shall not be receivable by the United Nations Appeals Tribunal unless the deadline has been met or has been waived or suspended by the Appeals Tribunal.
- (c) The filing of an appeal with the United Nations Appeals Tribunal shall have the effect of suspending the execution of a judgment of the United Nations Dispute Tribunal that is contested.

- (d) A staff member shall have the assistance of counsel through the Office of Staff Legal Assistance if he or she so wishes, or may obtain outside counsel at his or her expense in the presentation of his or her case before the United Nations Appeals Tribunal.
- (e) The competence of the United Nations Appeals Tribunal, as set forth in its statute, includes the authority:
 - (i) To decide, at its own initiative or at the request of either party, that exceptional circumstances require the proceedings to be closed;
 - (ii) To order an interim measure to provide temporary relief to either party to prevent irreparable harm and to maintain consistency with the judgment of the United Nations Dispute Tribunal.

ARTICLE 12 GENERAL PROVISIONS

Regulation 12.1 The allowances, grants, indemnities, leave provisions and travel provisions mentioned in these regulations, and any other allowances which the Executive Council may deem necessary, shall be determined as far as practicable in conformity with the scales approved by the United Nations for the staff of that Organization.

Regulation 12.2 The Secretary-General shall report annually to the Executive Council such Staff Rules and amendments thereto as he may make to implement these regulations.

Rule 1122.1 *Staff rules – Interpretation, exceptions and amendments*

- (a) In case of doubt with regard to the interpretation and/or application of the Staff Rules and of administrative instructions related thereto, the Secretary-General shall be guided by the United Nations practices;
- (b) These Rules may be amended by the Secretary-General in a manner consistent with the Staff Regulations;
- (c) Exceptions to the Staff Rules may be made by the Secretary-General provided that such an exception is not inconsistent with any Staff Regulation or other decision of Congress, and provided further that it is agreed to by the staff member directly affected and is, in the opinion of the Secretary-General, not prejudicial to the interests of any other staff member or group of staff members.

Regulation 12.3 These regulations may be supplemented or amended by Congress, without prejudice to the acquired rights of staff members. If it would not be in the interests of the Organization to defer an amendment until the next session of Congress, such amendment may be made by the Executive Council; an amendment made by the Executive Council shall be subject to approval by Congress at its next session.

Rule 1123.1 *Financial responsibility*

Any staff member may be required to reimburse the Organization either partially or in full for any financial loss suffered by the Organization as a result of his or her negligence or of his or her having violated any regulation, rule or administrative instruction.

Rule 1123.2 *Liability insurance*

Staff members who own or drive motor cars shall carry public liability and property damage insurance in an amount adequate to insure them against claims arising from injury or death to other persons, or from damage to the property of others, caused by their cars.

Rule 1123.3 *Staff member's beneficiaries*

- (a) At the time of appointment each staff member shall nominate a beneficiary or beneficiaries in writing in a form prescribed by the Secretary-General. It shall be the responsibility of the staff member to notify the Secretary-General of any revocations or changes of beneficiaries;
- (b) In the event of the death of a staff member, all amounts standing to his or her credit will be paid to his or her nominated beneficiary or beneficiaries subject to application of the Staff Rules and of the Regulations of the United Nations Joint Staff Pension Fund. Such payment shall afford the Organization a complete release from all further liability in respect of any sum so paid;

- (c) If a nominated beneficiary does not survive or if a designation of beneficiary has not been made or has been revoked, the amount standing to the credit of a staff member will upon his or her death be paid to his or her estate.

Rule 1123.4 *Effective date of the staff rules*

Staff Rules 112.1 to 1123.4 inclusive are effective as from 7 April 2025 as revised, except as may otherwise be provided by the Staff Regulations or by the provisions of new or amended Staff Rules. They shall supersede all previous Staff Rules.

APPENDIX A.1

**SALARY SCALES - PROFESSIONAL CATEGORY AND ABOVE (annual amounts, in US dollars)
Effective 1 February 2025**

Approved by Thomas Asare, Thu Feb 27 21:24:48 UTC 2025
 Ref.: 02350/2025-1.1.GS
 APPENDIX A.1 : SALARY SCALES - PROFESSIONAL CATEGORY AND ABOVE
 (annual amounts, in US dollars)
 Effective 1 February 2025

Level	Step												
	1	2	3	4	5	6	7	8	9	10	11	12	13
P-1													
(a)	96 074	99 146	102 212	105 284	108 350	111 424	114 487	117 562	120 627	123 701	126 768	129 833	132 905
(b)	52 163	53 867	55 570	57 274	58 975	60 682	62 382	64 087	65 789	67 495	69 196	70 897	72 603
(c)	43 144	44 439	45 733	47 028	48 321	49 618	50 910	52 206	53 500	54 796	56 089	57 382	58 678
P-2													
(a)	124 571	128 185	131 799	135 413	139 061	142 781	146 503	150 207	153 927	157 641	161 358	165 083	168 795
(b)	67 978	69 983	71 988	73 995	76 004	78 012	80 022	82 022	84 030	86 037	88 043	90 055	92 059
(c)	55 163	56 687	58 211	59 736	61 263	62 789	64 317	65 837	67 363	68 888	70 413	71 942	73 465
P-3													
(a)	160 870	165 024	169 182	173 331	177 491	181 643	185 821	190 040	194 250	198 461	202 685	206 895	211 111
(b)	87 779	90 022	92 267	94 508	96 754	98 996	101 346	103 784	106 219	108 653	111 094	113 529	115 966
(c)	70 212	71 917	73 623	75 326	77 033	78 737	80 442	82 149	83 853	85 557	87 266	88 970	90 676
P-4													
(a)	196 274	200 826	205 380	209 931	214 482	219 034	223 594	228 145	232 696	237 242	241 805	246 346	250 899
(b)	107 389	110 020	112 653	115 283	117 914	120 546	123 181	125 813	128 444	131 071	133 709	136 334	138 967
(c)	84 672	86 514	88 357	90 198	92 040	93 882	95 727	97 569	99 411	101 250	103 096	104 934	106 777
P-5													
(a)	237 959	242 678	247 400	252 111	256 834	261 544	266 268	270 983	275 702	280 416	285 137	289 846	294 573
(b)	131 486	134 214	136 944	139 667	142 397	145 120	147 851	150 612	153 506	156 395	159 291	162 177	165 076
(c)	101 540	103 450	105 361	107 267	109 178	111 084	112 996	114 904	116 814	118 721	120 632	122 537	124 450
D-1													
(a)	273 927	279 471	285 027	290 576	296 104	301 657	307 205	312 741	318 293	323 835	329 380	334 918	340 469
(b)	152 417	155 817	159 223	162 626	166 015	169 420	172 820	176 215	179 620	183 017	186 417	189 812	193 215
(c)	116 095	118 339	120 587	122 833	125 070	127 317	129 561	131 802	134 049	136 291	138 535	140 776	143 022
D-2													
(a)	304 388	310 700	317 014	323 332	329 653	335 969	342 279	348 601	354 913	361 226			
(b)	171 094	174 964	178 835	182 709	186 585	190 456	194 326	198 202	202 071	205 942			
(c)	128 422	130 976	133 531	136 088	138 646	141 201	143 755	146 313	148 867	151 422			
ASG													
(a)	371 546												
(b)	213 655												
(c)	156 512												
DSG													
(a)	400 198												
(b)	235 064												
(c)	170 642												

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- (a) Pensionable remuneration for purposes of pension benefits and pension contributions.
- (b) Annual gross salary (before staff assessment)
- (c) Annual net salary (after staff assessment)

Subject to satisfactory service, salary increments within the levels set forth above shall be awarded annually, except for those levels marked with an asterisk (*) which shall be preceded by two years at the previous step.

(Amendment No. 20 - February 2025)

APPENDIX A.2**EDUCATION GRANT ENTITLEMENTS****Global sliding scale for reimbursement**

(As from the school year in progress on 1 January 2022)

Claim amount bracket in US dollars	Reimbursement rate (percentage)
0 – 13 300	86
13 301 – 20 000	81
20 001 – 26 700	76
26 701 – 33 400	71
33 401 – 40 000	66
40 001 – 46 700	61
46 701 and above	0

Boarding lump sum: 5 300 US dollars

APPENDIX A.3**MOBILITY INCENTIVE: PAYMENT MATRIX
(Annual amounts, in US dollars)**

Effective 1 January 2024

Assignment number	Group 1 (P-1 to P-3)	Group 2 (P-4 to P-5)	Group 3 (D-1 and above)
2 to 3	6 900	8 625	10 350
4 to 6	8 625	10 781	12 938
7+	10 350	12 938	15 525

**HARDSHIP ALLOWANCE: PAYMENT MATRIX
(Annual amounts, in US dollars)**

Effective 1 January 2024

Hardship category of duty station	Group 1 (P-1 to P-3)	Group 2 (P-4 to P-5)	Group 3 (D-1 and above)
A	-	-	-
B	6 110	7 330	8 560
C	11 010	13 440	15 890
D	14 670	17 130	19 550
E	18 340	22 000	24 460

**NON-FAMILY SERVICE ALLOWANCE
(Annual amounts, in US dollars)**

Effective 1 January 2020

Staff with eligible dependents: 19 800
 Staff with no dependents: 7 500

APPENDIX A.4**AMOUNTS OF CHILDREN'S ALLOWANCE AND
SECONDARY DEPENDANT'S ALLOWANCE IN DESIGNATED COUNTRIES**

(Rates applicable for eligible staff in receipt of dependency allowances prior to 1 January 2007,
between 1 January 2007 and 31 December 2008 and on or after 1 January 2009)

COUNTRY	CURRENCY	Eligible staff on board and in receipt of allowance prior to 1 January 2007		Staff who became eligible between 1 January 2007 and 31 December 2008		Staff who become eligible on or after 1 January 2009	
		Children's allowance (per year)	Secondary dependant's allowance (per year)	Children's allowance (per year)	Secondary dependant's allowance (per year)	Children's allowance (per year)	Secondary dependant's allowance (per year)
Austria	Euro	2 229	780	2 229	780	2 229	780
Belgium/Luxembourg	Euro	2 229	780	2 229	780	2 229	780
Denmark	Danish krone	16 622	5 817	16 622	5 817	16 622	5 817
France/Monaco	Euro	2 229	780	2 229	780	2 229	780
Germany	Euro	2 239	791	2 229	780	2 229	780
Ireland	Euro	2 229	780	2 229	780	2 229	780
Japan	Yen	317 697	128 633	304 230	122 516	240 178	84 050
Netherlands	Euro	2 229	780	2 229	780	2 229	780
Switzerland	Swiss franc	3 181	1 248	3 067	1 198	2 785	975
United States and the rest of the world	US dollar	2 929	1 025	2 929	1 025	2 929	1 025

APPENDIX B.1.1

SALARY SCALES FOR GENERAL SERVICE STAFF IN GENEVA

(annual amounts, in Swiss francs)*
Effective 1 September 2024, applicable to all staff

SALARY SCALES FOR GENERAL SERVICE STAFF AT GENEVA														
(annual amounts, in Swiss francs)*														
Effective 1 September 2024, applicable to all staff														
Grade	No. annual increments		Step											
			1	2	3	4	5	6	7	8	9	10	11	12**
G.1	1848	Gross	73 670	76 273	78 876	81 479	84 082	86 685	89 287	91 890	94 493	97 096	99 699	102 301
		Gross Pens	71 537	74 031	76 530	79 027	81 524	84 021	86 518	89 015	91 555	94 234	96 910	99 588
		Net	55 966	57 814	59 662	61 510	63 358	65 206	67 054	68 902	70 750	72 598	74 446	76 294
G.2	2 016	Gross	80 766	83 606	86 445	89 285	92 124	94 963	97 803	100 642	103 482	106 321	109 161	112 000
		Gross Pens	78 351	81 072	83 796	86 518	89 239	92 036	94 958	97 878	100 798	103 717	106 635	109 555
		Net	61 004	63 020	65 036	67 052	69 068	71 084	73 100	75 116	77 132	79 148	81 164	83 180
G.3	2 193	Gross	88 482	91 570	94 659	97 748	100 837	103 925	107 014	110 103	113 192	116 280	119 369	122 458
		Gross Pens	85 740	88 703	91 722	94 901	98 079	101 258	104 436	107 615	110 794	113 973	117 152	120 331
		Net	66 482	68 675	70 868	73 061	75 254	77 447	79 640	81 833	84 026	86 219	88 412	90 605
G.4	2 396	Gross	96 975	100 349	103 724	107 099	110 473	113 848	117 223	120 597	123 972	127 346	130 721	134 096
		Gross Pens	94 107	97 579	101 053	104 524	107 996	111 467	114 939	118 411	121 884	125 356	128 827	132 299
		Net	72 512	74 908	77 304	79 700	82 096	84 492	86 888	89 284	91 680	94 076	96 472	98 868
G.5	2 618	Gross	106 628	110 315	114 003	117 690	121 377	125 065	128 752	132 439	136 127	139 814	143 501	147 189
		Gross Pens	104 036	107 829	111 627	115 419	119 215	123 008	126 804	130 600	134 395	138 189	141 985	145 780
		Net	79 366	81 984	84 602	87 220	89 838	92 456	95 074	97 692	100 310	102 928	105 546	108 164
G.6	2 865	Gross	117 273	121 308	125 344	129 379	133 414	137 449	141 485	145 520	149 555	153 590	157 625	161 661
		Gross Pens	114 996	119 148	123 300	127 453	131 604	135 756	139 908	144 060	148 212	152 365	156 517	160 670
		Net	86 924	89 789	92 654	95 519	98 384	101 249	104 114	106 979	109 844	112 709	115 574	118 439
G.7	3 141	Gross	128 882	133 306	137 730	142 154	146 577	151 001	155 425	159 849	164 273	168 697	173 121	177 545
		Gross Pens	126 931	131 487	136 038	140 592	145 145	149 697	154 250	158 802	163 356	167 910	172 461	177 015
		Net	95 166	98 307	101 448	104 589	107 730	110 871	114 012	117 153	120 294	123 435	126 576	129 717

Dependency allowances (net per annum) (1 September 2016)

Dependent spouse:	CHF 7 939
Each dependent child:	CHF 6 398
Except for first dependent child of a single, separated, divorced or widowed staff member:	CHF 13 183
One secondary dependant (where there is no dependent spouse):	CHF 2 515

Non-resident's allowance (1 September 1983)

Nil

Language allowance (net p.a.) (1 January 2002)

First language:	CHF 3 192
Second language:	CHF 1 596

* Staff assessment is calculated based on the 36-month average exchange rate of CHF 0.915 to USD 1.00.

The official United Nations exchange rate for a given month will continue to be used for operational and Pension Fund purposes.

** *Long-service step*

The qualifying criteria for in-grade increases to the long-service step are as follows:

- (a) the staff member should have had at least 20 years of continuous service within the UN Common System plus 5 years of service at the top regular step of the current grade;
- (b) the staff member's service should have been entirely satisfactory.

(Amendment No. 18 - November 2024)

APPENDIX B.2**CONDITIONS GOVERNING LOCAL RECRUITMENT**

Pursuant to Staff Rules 142.2 and 142.3:

- (a) A locally recruited official shall be defined as an official in the General Service category who, at the time of the appointment, fulfils either of the following conditions:
 - (i) He or she is a Swiss national;
 - (ii) Irrespective of nationality he or she is a resident within a radius of 25 kilometres from WMO Headquarters regardless of the duration of that residence.
- (b) Posts in the General Service category are normally restricted to local recruitment. A number of posts for which, in the opinion of the Secretary-General, special skills are required may be open to non-local recruitment from the region of the duty station beyond the area of the duty station, provided always that the provisions of paragraph (a) (i) or (ii) above are not applicable.
- (c) A staff member who has been locally recruited in accordance with the provisions of (a) above shall acquire non-local status if he or she becomes a member of the Professional category.
- (d) If an official has previously enjoyed non-local status during his or her employment with an international organization in the area of the duty station, the period of such employment shall not count as residence within a radius of 25 kilometres from WMO Headquarters.

APPENDIX C**PROVISIONAL ARRANGEMENTS RELATING
TO MILITARY SERVICE**

- (a) In accordance with Section 20 of the Convention on the Privileges and Immunities of the Specialized Agencies, staff members who are nationals of those Member States which have acceded to that Convention shall be "immune from national service obligations" in the armed services of the country of their nationality.
- (b) Any requests to governments which have not acceded to the Convention to defer or exempt staff members from military service by reason of their employment with the World Meteorological Organization shall be made by the Secretary-General and not by the staff member concerned.
- (c) Staff members who have completed one year of satisfactory service or who have a permanent appointment may, if called by a Member government for military service, whether for training or active duty, be placed on special leave without pay for the duration of their required military service. Other staff members, if called for military service, shall be separated from the Secretariat according to the terms of their appointments.
- (d) A staff member called for military service who is placed on special leave without pay shall have the terms of his or her appointment maintained as they were on the last day of service before he or she went on leave without pay. His or her re-employment in the Secretariat shall be guaranteed, subject only to the normal rules governing necessary reductions in force or abolition of posts.
- (e) In the interpretation of Rule 152.1, the period of special leave without pay for military service shall be counted for the purpose of establishing seniority.
- (f) A staff member on special leave without pay for military service shall be required to advise the Secretary-General within 90 days of his or her release from military service if he or she wishes to be restored to active duty with the Secretariat. He or she shall also be required to submit a certificate of completion of military service.
- (g) If a staff member, after the period of required military service, elects to continue such service or if he or she fails to obtain a certified release therefrom, the Secretary-General will determine on the merits of the particular case whether further special leave without pay will be granted, and whether re-employment rights shall be maintained.
- (h) If the staff member's absence on special leave without pay appears likely to last six months or more, the Organization will pay, if so requested, for transporting the staff member's spouse and dependent children to his or her place of entitlement and for their return travel after the staff member's return to active duty with the Secretariat, provided that the expenses involved will be counted as travel expenses related to the next home leave entitlement of the staff member.
- (i) The Secretary-General shall not continue his or her contributions to the Joint Staff Pension Fund on behalf of the staff member during the staff member's absence on special leave without pay for military service.
- (j) The provision of Rule 162.4 relating to death, injury or disability attributable to the performance of official duties on behalf of the Organization shall not be applicable during periods of military service.
- (k) The Secretary-General may, if the circumstances of the military service appear to warrant it, credit the staff member's period on special leave without pay for military

service in fixing the salary step upon the staff member's return to active duty with the Secretariat.

- (I) The Secretary-General may apply such of the foregoing provisions as he or she deems appropriate in the case of a staff member who with the advance approval of the Secretary-General volunteers for military service or requests a waiver of his or her immunity under Section 20 of the Convention on the Privileges and Immunities of the Specialized Agencies.

APPENDIX D**RULES GOVERNING COMPENSATION
IN THE EVENT OF DEATH, INJURY OR ILLNESS
ATTRIBUTABLE TO THE PERFORMANCE OF OFFICIAL DUTIES
ON BEHALF OF THE WORLD METEOROLOGICAL ORGANIZATION****Section I. Scope and general provisions****ARTICLE 1
PURPOSE AND SCOPE**

The present rules provide for compensation for death, injury or illness attributable to the performance of official duties on behalf of the World Meteorological Organization, as set out below. Compensation shall be provided solely to staff members and their dependents, in accordance with the terms and conditions contained in the present rules.

Article 1.1**Exclusiveness of remedy; non-assignment**

Compensation or other forms of recourse provided under the present rules constitute the sole remedy for service-incurred death, injury or illness. The World Meteorological Organization will not accept, consider or provide compensation or benefits for service-incurred death, injury or illness except under the present rules. Except as set forth below, compensation and rights shall not be assignable to third parties.

**ARTICLE 2
TERMINOLOGY**

The following terminology applies for the purposes of the present rules:

- (a) Claimant: the staff member or dependent, as defined below, bringing a claim under these rules.
- (b) Dependent: the spouse, dependent child, or secondary dependent as set forth in the WMO Staff Regulations and Rules. Compensation payable on the basis of or benefit payable to a dependent child or secondary dependent sibling ceases on the day the dependent child or secondary dependent sibling reaches the age of 18, or 21 if he or she is attending university or its equivalent full-time. This restriction does not apply where and as long as the dependent child or secondary dependent sibling has a disability that is permanent or for a period that is expected to be long-term that prevents gainful employment.
- (c) Minor: an individual under the age of 18, or the age of majority under the laws of the country of residence of such individual, if the age of majority in the individual's country of residency is less than 18 years of age.
- (d) Illness: a deterioration in health as confirmed by a physician authorized to practice medicine by a competent authority.
- (e) Injury: a physiological impairment as confirmed by a physician authorized to practice medicine by a competent authority.
- (f) Incident: an event causing the death, injury or illness underlying a claim.

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- (g) Commute or commuting: travel by reasonable means of transportation and on a direct route, by time or distance, between place of work and residence. A direct route is deemed to commence upon departure from, or be terminated on arrival at, World Meteorological Organization premises or the property line at the designated place of work or the property line of the staff member's place of residence, such residence including yards, lawns, driveways, garages, stairways, entrances, elevators, basements, hallways or common areas, without unreasonable deviation from such route.
- (h) Reasonable means of transportation: a generally accepted means of transportation under the circumstances. Transportation by a particularly hazardous means is not considered a reasonable means of transportation for the purposes of the present rules.
- (i) Service-incurred death, injury or illness: a death, injury or illness where the death, injury or illness is directly attributable to the performance of official duties on behalf of the World Meteorological Organization under the terms and conditions set out in the present rules.
- (j) Pensionable remuneration: the definition of pensionable remuneration is set out in article 51 of the Regulations of the United Nations Joint Staff Pension Fund. If the staff member was not a participant in the Fund at the date of his or her death, injury or illness, remuneration shall be that which, had the staff member been a participant, would have been considered his or her pensionable remuneration at that date.
- (k) Last pensionable remuneration: the pensionable remuneration at the time of (i) the incident, in the case of permanent disfigurement or permanent loss of function; (ii) the separation from service, in the case of total disability; or (iii) the date of death, in the case of death. If the staff member was not a participant in the United Nations Joint Staff Pension Fund at the date of the staff member's death, injury or illness, the remuneration shall be that which, had the staff member been a participant, would have been considered his or her pensionable remuneration at that date.
- (l) United Nations Joint Staff Pension Fund benefits: the definition of Fund benefits is set out in article 11.7 below, on the relation to benefits under the United Nations Joint Staff Pension Fund.
- (m) Lump sum: a one-time payment of compensation.
- (n) Pre-existing medical condition: an illness, injury or impairment that exists prior to the incident resulting in the service-incurred death, injury or illness.
- (o) Total disability: incapacity for further work reasonably compatible with the claimant's abilities, in which such incapacity is due to a service-incurred injury or illness that is likely to be long-term or permanent. The resulting incapacity must have a significant adverse impact on the claimant's actual earnings, as determined by the Secretary-General under the WMO Staff Regulations and Rules. A determination of total disability under the WMO Staff Regulations and Rules shall be independent of a finding of disability under the Regulations of the United Nations Joint Staff Pension Fund.

ARTICLE 3 ADVISORY BOARD ON COMPENSATION CLAIMS

- (a) The Secretary-General has established the Advisory Board on Compensation Claims to consider claims for compensation arising from a service-incurred death, injury or illness and to make recommendations thereon to the Secretary-General.
- (b) The Board may adopt procedures as it considers necessary for discharging its functions under the present article, provided that, in cases of conflict, the present rules prevail.
- (c) Composition of the Board:
 - (i) Voting members:
 - a. The membership of the Board shall be the same as the standing committee of the WMO Staff Pension Committee.
 - (ii) Ex officio members:
 - a. Representatives from the Office of Legal Counsel and the Division of Healthcare Management and Occupational Safety and Health (DHMOSH) of the Secretariat may be appointed by the Secretary-General to serve as ex officio representatives;
 - b. Such ex officio representatives shall serve in an advisory capacity to the Board to provide guidance to the Board with respect to the interpretation of the rules and issues relevant to their offices.

Article 3.1

Secretary of the Advisory Board on Compensation Claims

- (a) The Secretary of the Advisory Board on Compensation Claims shall be designated by the Secretary-General or other authorized official. The Secretary may not, at the same time, be a member of the Board.
- (b) The Secretary of the Board is responsible for preparing claims submitted under the present rules for consideration by the Board. In discharging his or her functions and responsibilities under these rules, the Secretary will seek to obtain sufficient and relevant documentary evidence from appropriate sources.

ARTICLE 4

ROLE OF THE DIVISION OF HEALTHCARE MANAGEMENT AND OCCUPATIONAL SAFETY AND HEALTH (DHMOSH)

- (a) The Division of Healthcare Management and Occupational Safety and Health (DHMOSH) shall make a medical determination for consideration by the Advisory Board on Compensation Claims. Such a determination may include:
 - (i) Whether a death, injury or illness is directly causatively related to an incident;
 - (ii) Whether a death, injury or illness is directly causatively related to the performance of official duties;
 - (iii) Whether treatment or services are directly related to a service-incurred injury or illness;

- (iv) Whether treatment or services are reasonably necessary for the treatment of such an injury or illness;
 - (v) Whether medical expenses are at a reasonable cost for the treatment or services provided;
 - (vi) Whether absence from work is directly related to a service-incurred injury or illness;
 - (vii) Whether a claimant has reached maximum medical improvement, in order to assess a permanent loss of function;
 - (viii) Permanent disfigurement or loss of function;
 - (ix) Total disability.
- (b) In accordance with WMO Staff Regulations and Rules 162.1 (g), a staff member may be required to undergo a medical examination by a medical practitioner designated by the DHMOSH, with the cost to be borne by the Organization, in order to clarify findings or to further assess the claim in connection with any of the determinations made pursuant to the present article. A staff member may also be required to provide further information in connection with any of the determinations made pursuant to the present article.

ARTICLE 5

GENERAL OBLIGATIONS OF CLAIMANT

- (a) The claimant must provide, within the time frames prescribed in article 7, the documentary evidence necessary to fully support a claim for compensation in accordance with these rules.
- (b) The Secretary-General may require the medical examination of any person claiming or in receipt of a compensation for injury or illness under these rules. In case of refusal or failure of a claimant or beneficiary to undergo such examination at such time or times as, in the opinion of the Secretary-General, may be reasonably necessary, the Secretary-General may bar the claimant or beneficiary from receiving compensation in full or in part.
- (c) The claimant must fully and promptly comply with any request by the World Meteorological Organization in connection with a claim, or the recovery of payments from third parties pursuant to section IV of the present rules.
- (d) In accordance with article 10.8 below, the claimant must inform the Advisory Board on Compensation Claims of any compensation under governmental, institutional, industrial or other workers' compensation schemes or insurance for which the claimant may be eligible in connection with the death, injury or illness underlying a claim.
- (e) The claimant must inform the Secretary of the Board of any changes relevant to a claim, including any changes in medical condition.
- (f) The claimant shall provide, as requested, periodic attestation of continued eligibility to receive periodic compensation under the present rules.

ARTICLE 6

FRAUD, MISREPRESENTATION AND OMISSION OF MATERIAL FACT

- (a) If a claimant makes a submission or a claim that is fraudulent, contains a material misrepresentation or knowingly omits a material fact, all claims related to the incident by that claimant shall be denied, all compensation or benefits payable to the claimant in relation to the claim shall be terminated and all payments made in relation to the claim shall be subject to recovery.
- (b) When made by staff members, such claims may constitute misconduct under article 10 of the WMO Staff Regulations and Rules and may result in disciplinary measures.

Section II. Requirements and conditions for coverage

ARTICLE 7

PROCEDURAL REQUIREMENT FOR THE FILING OF A CLAIM

Notice

- (a) As soon as practicable after the incident, a claimant should submit to the relevant Human Resources Section in writing the following information:
 - (i) The staff member's and claimant's name and addresses;
 - (ii) The date of death or of the onset or diagnosis of an injury or illness;
 - (iii) A description of the incident, including its date, time and location.

Claim

- (b) Within one year of the relevant date, as established below in article 7 (c), a claimant shall submit a signed Advisory Board on Compensation Claims claim form, together with the following information, as applicable:
 - (i) For claims involving injury or illness: a. a description of the injury or illness; b. a description of the relation of the injury or illness to the incident; c. a diagnosis; and d. a prognosis. Such information must be provided in writing by the staff member's physician. The claimant must also submit the results of all relevant medical tests;
 - (ii) For claims for reimbursement of medical expenses: a. a completed Advisory Board on Compensation Claims medical expense form; b. all related medical bills; and c. proof of payment of such bills. All required forms and supporting documentation may be submitted through a national mail service provider, other international courier service or electronically by email or by other designated tool and are deemed received only upon actual receipt.

Effective dates

- (c) The time limitations for submission of the required forms and supporting documentation above will be determined on the basis of the following:
 - (i) Injury or illness: the date of the incident shall be either the event or the period over which an exposure occurred. It shall be the date of the incident for cases where symptoms are apparent immediately or the date on which the staff member becomes aware, or reasonably should have been aware, of such injury or illness, whichever is earlier;

- (ii) Death: the date of death shall be established by a duly issued certificate of death.

ARTICLE 8

ELIGIBILITY FOR COVERAGE

- (a) To be eligible to receive compensation under the present rules, the death, injury or illness underlying a claim must be service-incurred, as assessed in accordance with article 8 (d) below.
- (b) The Advisory Board on Compensation Claims will assess whether the death, injury or illness is service-incurred and provide its recommendation on a claim to the Secretary-General.
- (c) Such an assessment will be based on the claimant's submissions, and, as appropriate, the recommendations of the DHMOSH, technical advice from ex officio members of the Board and any other relevant documentary or other evidence.

Service-incurred death, injury or illness

- (d) A death, injury or illness is service-incurred if it is directly attributable to the performance of official duties on behalf of the World Meteorological Organization, in that it occurred while engaged in activities and at a place required for the performance of official duties.
 - (i) Incidents on the World Meteorological Organization premises: if an incident occurs on World Meteorological Organization premises, the resulting injury, illness or death may be service-incurred, unless at the time of the incident the staff member is engaged in an activity outside the scope of the staff member's official duties;
 - (ii) Incidents off the World Meteorological Organization premises: if an incident occurs away from the World Meteorological Organization premises, the resulting injury, illness or death may be service-incurred if such death, injury or illness would not have occurred but for the performance of official duties, and if the incident occurred in any of the following circumstances:
 - a. During duly authorized official travel, subject to article 9 (a) (iii) below;
 - b. In the course of the staff member's commute, as defined in article 2 above;
 - c. While the staff member is otherwise in transit by direct route or at a location required for the performance of official duties.
 - (iii) An incident that occurs during the following types of official travel may be service-incurred only in cases in which the incident occurs during travel between the departure location and the destination location, as set out in the applicable travel authorization and itinerary:
 - a. Home leave travel;
 - b. Family visit travel;
 - c. Education grant travel in lieu of the child's travel;

- d. Medical evacuation travel not related to a prior service-incurred injury or illness; or
 - e. Medical evacuation upon request by the staff member to his or her home country.
- (iv) Special hazards: a death, injury or illness may be service-incurred if a staff member is on official travel or assigned to an area involving special hazards, as documented and addressed by authorized World Meteorological Organization security and safety officials and the underlying incident occurred as a direct result of such hazards.

Aggravation of a pre-existing medical condition

- (e) Claims based, in whole or in part, upon any aggravation of a pre-existing medical condition shall not be compensated unless such aggravation is service-incurred, and such compensation shall be solely for the proportion of the injury or illness deemed service-incurred.

ARTICLE 9

EXCLUDED CLAIMS

- (a) Claims shall not be compensable under the present rules if compensation is expressly excluded under conditions established by the Secretary-General, or where the death, injury or illness is the direct result of any of, but not limited to the following:
- (i) Misconduct, recklessness or gross negligence by the staff member, including, but not limited to, an act or omission with the intent to cause harm or death to himself or herself or others;
 - (ii) Disregard by the staff member of security instructions provided or made reasonably accessible to the staff member;
 - (iii) Failure by the staff member to use appropriate safety devices or medical prophylaxis provided by the World Meteorological Organization, unless and only to the extent that the death, injury or illness would have happened even with the use of such device or prophylaxis;
 - (iv) Physical confrontation or other violence by the staff member, unless reasonably required by the circumstances or as part of the staff member's official duties;
 - (v) Medical condition or other factors unrelated to the performance of official duties of the staff member, including, without limitation, pre-existing medical conditions, as defined in article 2;
 - (vi) Incident having occurred while the staff member was working remotely from home or another authorized location outside the World Meteorological Organization, known as "telecommuting" or "teleworking".

Wear and tear to medical devices

- (b) Ordinary wear and tear to medical devices, such as prosthetics and hearing aids, are not compensable, unless such device was granted in connection with a previously approved claim.

Section III. Compensation

ARTICLE 10

COMPENSATION

In the event of a service-incurred death, injury or illness, the claimant will be awarded compensation as provided below, without payment of interest thereon. All such compensation, including adjustments thereto, shall be payable solely in United States dollars.

Article 10.1

Injury or illness

In the event of a service-incurred injury or illness, the following provisions shall apply:

Expenses

- (a) The World Meteorological Organization shall pay all medical expenses which are found by the DHMOSH to be:
 - (i) Directly related to a service-incurred injury or illness;
 - (ii) Reasonably medically necessary for the treatment or services provided; and
 - (iii) At a reasonable cost for the treatment or services provided.

Sick leave

- (b) Initial authorized absences in connection with a service-incurred injury or illness shall be charged to the staff member's sick leave entitlement under staff rule 162.1, until such entitlement is exhausted, or the staff member returns to active duty. Subject to meeting all requirements, article 10.9 may apply.

Article 10.2

Total disability

In the event of total disability, upon the exhaustion of the sick leave entitlements pursuant to article 10.1 (b) above and upon the cessation of salary and allowances payable under the applicable WMO Staff Regulations and Rules, the staff member shall receive annual compensation equivalent to 66.66% of his or her last pensionable remuneration or, if the staff member has a dependent child, 75% of the last pensionable remuneration. Such compensation shall be payable at periodic intervals for the duration of the disability and in addition to compensation payable under article 10.1 (a), as applicable.

Article 10.3

Death

In the event of the service-incurred death of a staff member, the following provisions shall apply:

Funeral costs

- (a) The World Meteorological Organization shall pay a reasonable amount for the preparation of the remains and for funeral expenses.

Expenses

- (b) The World Meteorological Organization shall pay medical expenses incurred prior to the date and time of a death which is found by the DHMOSH to be:
- (i) Directly related to a service-incurred injury or illness;
 - (ii) Reasonably medically necessary for the treatment or services provided; and
 - (iii) At a reasonable cost for the treatment or services provided.

Travel and repatriation costs

- (c) Expenses for the travel of an eligible family member to attend the funeral or for an eligible family member or other designated individual to accompany the remains of a deceased staff member as well as the costs for the repatriation of the remains shall be borne under conditions established by the Secretary-General.

Article 10.4**Survivor dependents****Maximum compensation**

- (a) In the event of a service-incurred death of a staff member, the World Meteorological Organization shall pay the compensation provided below to the staff member's spouse or other eligible dependent(s), provided that the total annual compensation payable shall not exceed 75% of the last pensionable remuneration of the deceased staff member.

Spouse

- (b) A spouse shall receive annual compensation payments, payable at periodic intervals, equal to 50% of the deceased staff member's last pensionable remuneration. In the event of multiple spouses, such compensation shall be divided equally among the spouses. Upon the death of a spouse, his or her share shall be divided among any remaining spouses.

Dependent child

- (c) (i) Each dependent child shall receive annual compensation, payable at periodic intervals in accordance with article 10.5 below, equal to 12.5% of the deceased staff member's last pensionable remuneration. If there are two or more dependent children, the compensation payable shall not exceed the maximum set out in article 10.4 (a) and shall be divided equally among such dependent children.
- (ii) If there is no surviving spouse, then in lieu of the compensation provided under article 10.4 (c) (i), a dependent child shall receive annual compensation, payable at periodic intervals and in accordance with article 10.5, equivalent to the amount provided under article 10.4 (b) for one dependent child in addition to an annual compensation, payable at periodic intervals and in accordance with article 10.5, equal to the amount provided under article 10.4 (c) (i) for all additional dependent children. Such compensation shall be divided equally among such dependent children.

Secondary dependents

- (d) If there is neither a spouse nor a dependent child and there is a secondary dependent, the following compensation shall be paid:
- (i) To a dependent parent, annual compensation, payable at periodic intervals, equivalent to 50% of the staff member's last pensionable remuneration;
 - (ii) To a dependent sibling, annual compensation, payable at periodic intervals and in accordance with article 10.5 below, equal to 12.5% of the staff member's last pensionable remuneration.

Article 10.5

Payments to minors

Payment of any compensation under the present rules to a minor shall be made to the minor's parent or legal guardian. All such compensation must be used in its entirety for the sole benefit of the minor.

Article 10.6

Permanent disfigurement or loss of function

- (a) In the case of a service-incurred injury or illness resulting in permanent disfigurement or loss of function, a lump sum shall be paid to the staff member in the amount obtained by multiplying three times the staff member's pensionable remuneration at the time of the incident by the percentage of the degree of loss of function attributable to the service-incurred injury or illness pursuant to guidelines approved by the DHMOSH for such a determination.
- (b) Regardless of duty station, the staff member's pensionable remuneration utilized in the calculation of compensation for permanent disfigurement or loss of function may not exceed the pensionable remuneration of a P-4, step VI, and may not be less than the pensionable remuneration of a G-2, step I, at Headquarters in Geneva applicable at the time of the incident:
 - (i) In the event that the staff member's pensionable remuneration exceeds the pensionable remuneration of a P-4, step VI, the pensionable remuneration utilized shall be that of a P-4, step VI;
 - (ii) In the event that the staff member's pensionable remuneration is less than the pensionable remuneration of a G-2, step I, at Headquarters in Geneva, the pensionable remuneration utilized in the calculation shall be that of a G-2, step I, at Headquarters in Geneva.

Article 10.7

Relation to benefits under the United Nations Joint Staff Pension Fund

Compensation awarded pursuant to the provisions set out below is intended to supplement the benefits under the Regulations of the United Nations Joint Staff Pension Fund in accordance with the following provisions:

- (a) Any compensation otherwise payable under articles 10.2 or 10.4 above shall be reduced by the amount of the claimant's disability benefit or a survivor's benefit under the Regulations of the United Nations Joint Staff Pension Fund. Deductions made under the present rules shall in no case have the effect of reducing the compensation otherwise payable to less than 10% thereof, provided in all cases that the total annual amount payable both under the present rules and under the Regulations of the Fund shall in no event exceed 75% of the staff member's last pensionable remuneration.

- (b) The sum of (i) benefits under the Fund and (ii) compensation payable under articles 10.2 and 10.4 above, after being adjusted under the present rules, shall in no event exceed 75% of the staff member's last pensionable remuneration.
- (c) When benefits under the Fund are adjusted for variations in cost of living, compensation payable under articles 10.2 and 10.4 above shall be correspondingly adjusted.

Article 10.8

Relation to non-WMO compensation

- (a) In determining the amount of compensation payable under the present rules, the amount of any compensation or benefits under governmental, institutional, industrial or other workers' compensation schemes, but not personal insurance, for which claimants qualify, shall be deducted from any amounts payable hereunder.
- (b) The claimant shall not be entitled to compensation or receive reimbursement under the present rules for medical expenses related to a service-incurred death, injury or illness if such expenses:
 - (i) Have already been compensated or are compensable under such governmental, institutional, industrial or other workers' compensation schemes; or
 - (ii) Have been reimbursed by health or medical insurance.
- (c) The claimant shall inform the Advisory Board on Compensation Claims without delay of any compensation under governmental, institutional, industrial or other workers' compensation schemes or insurance for which the claimant may be eligible in connection with the death, injury or illness underlying a claim.

Article 10.9

Relation to other benefits under the WMO Staff Regulations and Rules

Special leave

- (a) Once a staff member's sick leave entitlement has been exhausted pursuant to article 10.1 (b), and if such staff member has not separated from the World Meteorological Organization, the staff member may be placed on special leave pursuant to staff rule 152.1.

Sick leave credit

- (b) Sick leave credit, which is a grant of some or all of the sick leave entitlement which has been used for a service-incurred injury or illness, may be granted in the following cases:
 - (i) To maintain the full pay status of a staff member when sick leave is approved by the DHMOSH for an injury or illness which is not service-incurred and when the claimant has insufficient sick leave for such non-service-incurred injury or illness due to a prior use of sick leave for a separate injury or illness, which was recognized under the present rules as service-incurred. Such a grant is limited to the maximum extent of the prior sick leave used for the separate service-incurred injury or illness. No credit will be granted for any sick leave already revived under the time frames of staff rule 162.1 (b);
 - (ii) To maintain the full pay status of a staff member being considered for a disability benefit pursuant to article 33 (a) of the Regulations of the United

Nations Joint Staff Pension Fund, who has exhausted his or her sick leave entitlement. A determination as to whether a claimant should be considered for such a benefit shall be made in consultation with the DHMOSH pursuant to the established procedures of the World Meteorological Organization and the Regulations of the United Nations Joint Staff Pension Fund. Such sick leave credit may be granted solely to maintain full pay status until the date of termination of the staff member's appointment or other separation from service pursuant to article 33 (a) of the Regulations of the United Nations Joint Staff Pension Fund, unless other arrangements apply during that period under conditions established by the Secretary-General.

Home travel

- (c) A staff member who is unable to work for a period of at least six months owing to a service-incurred injury or illness, and for whom the DHMOSH has so certified, may request consideration for a special travel allowance for travel of the staff member and eligible dependents to the place of entitlement, pursuant to article 7 of the WMO Staff Regulations and Rules, and for their return travel when the staff member returns to duty. If such travel is commenced or terminated within 12 months of the staff member's eligibility for home leave entitlement pursuant to staff rule 153.1 and article 7 of the WMO Staff Regulations and Rules, such special travel allowance shall be deemed to be in lieu of the staff member's home leave entitlement. If the staff member does not return to duty, such special travel allowance shall be deemed to be in lieu of travel on separation pursuant to article 7 of the WMO Staff Regulations and Rules.

Section IV. Recoveries

ARTICLE 11

CLAIMS AGAINST THIRD PARTIES

Notice

- (a) All persons who submit a request for compensation for a service-incurred death, injury or illness under the present rules must notify the Secretary-General in writing at the earliest possible time of any claims, demands or rights that they have pursued, that they are pursuing or that they intend in the future to pursue against any third party or parties in connection with such service-incurred death, injury or illness.

Assignment of rights

- (b) If, in the opinion of the Secretary-General, a claimant has a claim, demand, or right against a third party or parties, including a third party insurance carrier, for damages or other payment(s) in connection with a service-incurred death, injury or illness, the Secretary-General may, as a condition for granting any compensation to the claimant, require the claimant to assign such claim, demand or right to the World Meteorological Organization so that the World Meteorological Organization may pursue or enforce the claim, demand or right in the place of the claimant.

Assistance in pursuing or enforcing claims, demands or rights

- (c) Where the World Meteorological Organization has decided to pursue a claim, demand or right against a third party or parties pursuant to subparagraph (b) above, the claimant shall provide to the World Meteorological Organization all assistance and cooperation that is necessary for pursuing or enforcing the claim, demand or right, including participating in any suit or proceedings.

Settlement

- (d) The World Meteorological Organization is entitled to settle any claim, demand or right against a third party or parties pursuant to subparagraph (b) above on such terms and conditions as it determines to be reasonable. A claimant, who has assigned a claim, demand or right under subparagraph (b), shall provide the World Meteorological Organization all assistance as may be required to reach a settlement, including, but not limited to, participating in any settlement negotiations and executing all settlement-related documents. The claimant shall not, under any circumstances, settle any claim, demand or action with any third party or parties without the express written consent of the World Meteorological Organization.

Proceeds

- (e) Where compensation or proceeds have been received from a third party or parties as a result of a suit, proceedings or a settlement reached pursuant to subparagraphs (b) to (d) above, such compensation or proceeds shall be applied:
 - (i) First, to pay in full the costs of the suit, proceedings or settlement, including reasonable attorney fees;
 - (ii) Second, to reimburse the World Meteorological Organization for any compensation provided to the claimant pursuant to these rules; and
 - (iii) Third, to pay the remaining amounts to the claimant.

Future claims

- (f) Any amount of compensation that a claimant may be entitled to receive in the future pursuant to the present rules shall be first used to offset any monies received by the claimant under subparagraph (e) (iii) above.

ARTICLE 12**RECOVERY OF OVERPAYMENTS**

- (a) If the World Meteorological Organization has paid a claimant in excess of any compensation payable under the present rules, the World Meteorological Organization will notify the claimant of the amount of overpayment and request reimbursement.
- (b) If immediate reimbursement in full is not feasible, any future periodic payments of compensation payable to the claimant under the present rules shall be reduced by 20% until the overpayment has been reimbursed in full. If immediate reimbursement in full of any lump sum payment made under the present rules is not feasible, the Secretary-General will seek recovery by means including, but not limited to, the reduction of any future lump sum payments of compensation payable to the claimant under the present rules by the entire amount of the overpayment.

Section V. Reconsideration, review and appeal**ARTICLE 13****RECONSIDERATION OF MEDICAL DETERMINATIONS**

- (a) Claimants wishing to contest a decision taken on a claim under the present rules, when that decision is based upon a medical determination by the DHMOSH, shall submit a request for reconsideration of the medical determination and the establishment of a medical board.
- (b) A medical board shall be convened to consider and to report to the Advisory Board on Compensation Claims on the medical aspects of the appeal. The medical board shall consist of:
 - (i) A qualified medical practitioner selected by the claimant;
 - (ii) The Director of the DHMOSH in Geneva or a medical practitioner selected by him or her;
 - (iii) A third qualified medical practitioner who shall be selected by the first two, and who shall not be a medical officer of DHMOSH or affiliated to WMO in any way.
- (c) The Advisory Board on Compensation Claims shall transmit its recommendations together with the report of the medical board to the Secretary-General who shall make the final determination;
- (d) If, after reviewing the report of the medical board and the recommendations of the Advisory Board on Compensation Claims, the Secretary-General alters his or her original decision in favour of the claimant, the World Meteorological Organization will bear the medical fees and incidental expenses; if the original decision is sustained, the claimant shall bear the medical fees and the incidental expenses of the medical practitioner whom he or she selected and half of the medical fees and expenses of the third medical practitioner on the medical board. The balance of the fees and expenses shall be borne by the World Meteorological Organization;

- (e) Whenever an appeal under this article also involves an appeal against a decision of the Joint Staff Pension Board, the medical board established under the Regulations and Rules of the United Nations Joint Staff Pension Fund and such medical board's report shall be utilized to the extent possible for the purposes of this article.

ARTICLE 14

REVIEW AND APPEAL OF ADMINISTRATIVE DECISIONS

Claimants wishing to contest a decision taken on a claim under the present rules, to the extent that the decision was based on considerations other than a medical determination, shall submit to the Secretary-General a written request for management evaluation in accordance with Staff Rule 1111.2.

ARTICLE 15

REOPENING OF CLAIMS

Upon a written request by a claimant, or at the initiative of the Secretary-General, a claim made under the present rules may be reopened when one or more of the following criteria are met:

- (a) The discovery of new material evidence, if such new material evidence may materially affect:
- (i) A determination as to whether a death, injury or illness was service-incurred; or
 - (ii) A relevant medical determination;
- (b) A worsening or improvement in the condition of the staff member, where such worsening or improvement is directly related to the service-incurred injury or illness, and which may entitle the staff member to additional compensation, or warrant the reduction or elimination of compensation;
- (c) A material mistake was made by the World Meteorological Organization in the processing of a claim that had an impact on its disposition.

When a claim is reopened subject to the provisions above, any such claim shall be considered in accordance with the present rules. The Secretary-General and the claimant shall be bound by determinations previously made, unless new material evidence or material mistake undermines or otherwise calls into question in substantial part those determinations.

Section VI. Transitional measures

ARTICLE 16

TRANSITIONAL MEASURES

- (a) For claims filed for incidents occurring after the entry into force of the present revised rules, such revised rules will be applied.
- (b) For claims filed for incidents that occurred prior to the entry into force of the present revised rules, the previously applicable rules with more beneficial outcomes for the claimant will be applied.

PROCEDURE FOR SUBMISSION OF COMPENSATION CLAIMS

1. When a staff member sustains an injury or suffers an illness which he or she considers to be attributable to the performance of official duties and wishes to claim compensation, the staff member should observe the following procedure:
 - (a) Report the accident as soon as possible to his/her supervisor, medical services and Human Resources.
 - (b) Refer to Appendix D to the Staff Rules for the conditions under which compensation may be granted.
 - (c) Submit the attached form and all supporting documentation to their relevant focal point. The claim and related documentation must be submitted to the ABCC within one year of the state of the injury or the onset of illness. The claim must be submitted even if all medical bills are not readily available within the prescribed time limit.
 - (d) All bills for medical services must be provided and listed. Reimbursement will be authorized only when original detailed bills are submitted. All such bills are to be submitted to their relevant focal point.
2. Staff members are personally responsible for the payment of all expenses incurred. Neither physicians nor hospitals should send bills to the World Meteorological Organization. Staff members are expected to pay all bills and then claim reimbursement from the ABCC.

CLAIM FOR COMPENSATION UNDER APPENDIX D TO THE STAFF RULES

Submit to the Secretary, Advisory Board on Compensation Claims, (inquire with HR) as soon as possible, but not later than one year from the date of the injury or the onset of illness. If you have failed to do so, please explain the reason(s) under item 8 below.

1. Full name		Index no.	Dept/Division
Functional title		Category/Level	Type of appointment
Entry on duty date (dd/mm/yyyy)	Separation date (dd/mm/yyyy)	Date of birth (dd/mm/yyyy)	Marital status

2. Nature of injury/illness:

Date of injury/illness: (dd/mm/yyyy)	Where did injury/illness occur?
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How did the injury/illness occur?

Describe the extent of the injury/illness:

3. Has the injury/illness been reported to the Medical Service? Yes No
(Please note that ForMS.15 [Report of Accident or Illness] is completed by the Medical Service.)

4. Nature of the claim
Reimbursement of medical expenses ; Other (please explain):

List actual bills attached on the page 3 of this form and indicate the total amount being claimed.

If an outside physician has been consulted, please ensure that this person completes Form MS.16 (Medical statement to be answered by staff member's physician) in duplicate and return both copies to the Medical Service.

5. Has any hospital or medical bill been paid? Yes No
If yes, by whom?

6. Have you submitted a claim for this injury/illness through your health or (in case of vehicular accident) automobile insurance company? Yes No
If yes, give full details:

