



1 January 2007

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## **Secretary-General's bulletin**

### **Amendments to the 200 series of the Staff Rules (ST/SGB/2002/2)**

The Secretary-General, pursuant to staff regulations 12.2, 12.3 and 12.4 and staff rule 212.1 (a), hereby promulgates the text of the amendments to the 200 series of the Staff Rules promulgated in Secretary-General's bulletin ST/SGB/2002/2. The text of the amendments is attached to the present bulletin.

#### **Section 1**

##### **Purpose**

1.1 The text of the Staff Rules listed below is amended for the reasons set out below in relation to each rule. Please note that the following amendments to the rules, which were promulgated by ST/SGB/2006/11, effective 1 January 2007, will be provisional until reported to the General Assembly:

(a) Rule 205.2 (c), Home leave, is amended to provide that project personnel should be able to travel to a different country than the country of their nationality for home leave if staff have close family or personal ties in that country;

(b) Rule 207.15, Terminal expenses, is amended to indicate that terminal expenses will be paid at rates and under conditions established by the Secretary-General;

(c) Rule 207.19 (ii) and (v), Miscellaneous travel expenses, is amended to update the list of expenses for which advance authorization is required;

(d) Rule 207.20 (b) and (h), Excess baggage and unaccompanied shipments is amended to allow for one bag in addition to the free baggage allowance or up to 25 kilograms per traveller and to allow for the combination into one shipment of baggage entitlements for inward and outward journeys;

(e) Rule 207.22, Travel advances, is amended to include the possibility of a 100 per cent travel advance to project personnel on official travel status for travel subsistence allowance and terminal expenses.

1.2 Attached for insertion in the printed copy of ST/SGB/2002/2 are the new pages containing the amendments to the Staff Rules and the changes in the Staff Regulations and their annexes, and in the appendices to the Staff Rules.



**Section 2**  
**Final provision**

Unless otherwise indicated, the amendments introduced in the present bulletin shall enter into force on 1 January 2007.

*(Signed)* **Ban Ki-moon**  
Secretary-General

(ii) An individual 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 the United Nations;

(iii) The Secretary-General may authorize:\*

- a. A country other than the country of nationality as the home country, for the purposes of this rule, in exceptional and compelling circumstances. An individual requesting such authorization will be required to satisfy the Secretary-General that he or she maintained 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;
- b. Home leave travel to a country other than the home country subject to conditions established by the Secretary-General. In such a case, the travel expenses borne by the United Nations shall not exceed the cost of travel to the home country.

(d) If both husband and wife are employed by the United Nations and are eligible for home leave, and taking into account rule 204.7, each individual shall have the choice either of exercising his or her own home leave entitlement or of accompanying the spouse. An individual 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 the established periodicity of the home leave with regard both to project personnel and to their dependent children, if any.

(e) Under the terms and conditions established by the Secretary-General, project personnel serving at designated duty stations having very difficult conditions of life and work shall be granted home leave once every 12 months.

#### Rule 205.3

#### Special leave

- (a) (i) Project personnel may be granted special leave in cases of extended illness, for child care or for other important reasons for such period as, in the opinion of the Secretary-General, is appropriate. In exceptional cases, the Secretary-General may, at his or her initiative, place an individual on special leave with full pay if he or she considers such leave to be in the interest of the Organization;
- (ii) Special leave is normally without pay. In exceptional circumstances, special leave with full or partial pay may be granted;
- (iii) In the case of adoption of a child, special leave with full pay may be granted under the conditions and for the period established by the Secretary-General. Special leave without pay may be granted to project personnel for a reasonable period, including necessary travel time, upon the death of a member of the immediate family of project personnel or in case of serious family emergency;
- (iv) Special leave shall not be authorized for governmental service in a political office, in a diplomatic or other representational post or for the purpose of performing any functions that are incompatible with the individual's continuing status as an international civil servant. In exceptional circumstances, special leave without pay may be granted to an individual who is requested by his or her Government to render temporary services involving functions of a technical nature.

(b) Project personnel shall not accrue service credit towards any entitlement under these Rules during full months of special leave with partial pay or without pay. Periods of less than one full month of such leave shall not affect the ordinary rates of accrual of such entitlements.

(c) The continuity of service of project personnel shall not be considered broken by periods of special leave.

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\* Amendment to rule 205.2 (c) (iii) is provisional until reported to the General Assembly, pursuant to regulation 12.2 of the Staff Regulations.

## Article VI

### 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.

#### 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 United Nations.

Chapter VI

SOCIAL SECURITY

Rule 206.1

Participation in the Pension Fund

Project personnel whose appointments are for six months or longer, or who complete six months of service under shorter appointments without an interruption of more than 30 days, shall become participants in the United Nations Joint Staff Pension Fund, provided that participation is not excluded by their letters of appointment.

Rule 206.2

Group life insurance plan

*(Cancelled as of 1 February 1998)*

Rule 206.3

Sick leave

(a) Project personnel who are unable to perform their duties by reason of illness or injury, or whose attendance at work 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) The maximum entitlement to sick leave of project personnel shall be determined by the duration of their appointment, in accordance with the following provisions:

- (i) Project personnel in short-term status may be granted sick leave at the rate of two working days per month of service;
- (ii) Project personnel in intermediate-term status may be granted sick leave of up to three months on full salary and three months on half-salary in any period of 12 consecutive months, provided that the amount of sick leave in any period of four consecutive years shall not exceed nine months on full salary and nine months on half-salary;
- (iii) Project personnel in long-term status may 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.

*Sick leave during annual leave*

(c) When sickness of more than five consecutive working days occurs while project personnel are on annual leave, including home leave, sick leave may be approved subject to appropriate medical certification.

*Obligations of project personnel*

(d) Project personnel shall submit a monthly report on any absence attributable to illness, injury or public health requirements. Sick leave in excess of three consecutive working days or longer shall be granted subject to conditions and in accordance with procedures established by the Secretary-General for the certification and approval of such leave. Sick leave may be refused if the Secretary-General is satisfied that such leave is not justified, in which case the absence shall be treated as unauthorized in accordance with rule 205.1 (d).

(e) Up to seven days of uncertified sick leave in any twelve months of consecutive service may be used as family leave, in order to attend to family-related emergencies, in which case the requirements otherwise applicable for sick leave in excess of three consecutive days shall not apply.

(f) Project personnel may be required at any time to submit a medical report as to their condition or to undergo a medical examination by the United Nations Medical Service or a medical practitioner designated by the Medical Director. When, in the opinion of the Medical Director, a medical condition impairs an individual's ability to perform his or her functions, the individual may be directed not to attend the office and requested to seek treatment from a duly qualified medical practitioner. Project personnel shall comply promptly with any direction or request under this rule.

(g) Project personnel shall immediately notify a United Nations medical officer of any case of contagious disease occurring in their household or of any quarantine order affecting the household. In such a case, or in the case of any other conditions which may affect the health of others, the Medical Director shall decide whether the project personnel should be excused from attendance at the office. If so, the project personnel shall receive full salary and other emoluments for the period of authorized absence.

(h) Project personnel, while on sick leave, shall not leave the area of the duty station without the prior approval of the Secretary-General.

#### Rule 206.4

##### Medical care

(a) Project personnel shall participate in a medical insurance scheme provided by the United Nations unless exemption from such participation is expressly stated in the letter of appointment. The United Nations shall not be responsible for the medical care of project personnel who are exempted by their letter of appointment from the medical insurance scheme provided by the United Nations except in accordance with the provisions of staff rule 206.5 on compensation for death, injury or illness attributable to service.

(b) Project personnel appointed for a period of one month or more and participating in a medical insurance scheme provided by the United Nations may enrol their spouses and dependent children in the scheme.

(c) *(Cancelled as of 1 January 1998)*

(d) The United Nations will not assume responsibility for medical expenses incurred by project personnel following separation from service except in accordance with the provisions of staff rule 206.5 on compensation for death, injury or illness attributable to service.

#### Rule 206.5

##### Compensation for death, injury or illness attributable to service

Project personnel shall be entitled to compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations, in accordance with the rules set forth in appendix D to the Staff Rules.

(b) Travel of eligible family members shall be in conjunction with the approved home leave of project personnel, provided that exceptions may be granted if the exigencies of service or other special circumstances prevent the project personnel and their family members from travelling together. Home leave travel of family members will not normally be authorized unless the family members have been in the mission area for at least six months prior to departure on home leave.

(c) The grant of home leave shall be subject to the conditions that:

(i) Project personnel return to the duty station for at least six additional months;

(ii) (Cancelled)

(iii) Project personnel shall remain in their home country for no less than seven days, exclusive of travel time;

(iv) The amount of travel time, the route and mode of travel shall be determined by the Secretary-General.

(d) Credit towards home leave shall accrue as from the date of departure from the home country to enter into service, or the date of departure on a previous home leave, whichever of these dates is later.

(e) Project personnel may be required to take home leave in connection with other official travel, including travel on change of duty station, due regard being paid to the interests of the individual and his or her family.

(f) Project personnel who do not take home leave shall not receive any payment in lieu of the travel expenses, nor shall they be credited with additional annual leave in lieu of travel time.

(g) The Secretary-General may approve travel based on a shorter period than that specified in subparagraph (c) (i) above if, in his opinion, the exigencies of service or other compelling reasons warrant it.

#### Rule 207.12

##### Family visit travel

(a) Subject to conditions established by the Secretary-General, the United Nations shall pay travel expenses of project personnel in intermediate- or long-term status who serve and reside outside their home country for the purpose of visiting their eligible family members at the place of recruitment, the place of home leave or the previous duty station when, during the preceding twelve months, no eligible family member has been present at the duty station after travel at United Nations expense, except on education grant.

(b) Family visit travel may be granted once every year in which home leave does not fall due, except for eligible project personnel serving at designated duty stations in respect of which special conditions shall apply.

#### Rule 207.13

##### Education grant travel

*(Cancelled as of 1 July 1999)*

#### Rule 207.14

##### Travel on separation from service

On separation from service, the travel expenses of project personnel shall be paid to the place from which they were recruited or to the place recognized as home for the purpose of home leave. Should project personnel, on separation, wish to go to any other place, payment of travel expenses shall not exceed the maximum amount that would have been payable on the basis of direct return transportation to the place of recruitment or home leave.

Rule 207.15\*

Terminal expenses

- (a) For all official travel to or from the duty station, project personnel are entitled to payment of terminal expenses at rates and under conditions established by the Secretary-General. Terminal expenses shall be deemed to cover all expenditures for transportation and incidental charges between the airport or other point of arrival or departure and the hotel or other place of dwelling in respect of the project personnel himself or herself and in respect of each family member authorized to travel at United Nations expense, except the costs provided for under rule 207.19 (iii).
- (b) No terminal expenses shall be paid in respect of an intermediate stop:
- (i) Which is not authorized;
  - (ii) Which does not involve leaving the terminal;
  - (iii) Which is exclusively for the purpose of making an onward connection.
- (c) (Cancelled)

Rule 207.16

Daily subsistence allowance while in travel status

- (a) Subject to the provisions of rule 203.9 and except during travel by sea, project personnel shall, when authorized to travel on official business, receive an appropriate daily subsistence allowance which may vary from area to area. Except as provided in rules 207.15 and 207.19, any expenditures incurred in excess of the daily subsistence allowance shall be borne by project personnel.
- (b) Daily subsistence allowance under paragraph (a) above shall not be paid in the case of project personnel in short-term status who are already in receipt of a daily subsistence allowance under rule 203.9 (a). Such personnel when travelling on official business outside the mission area shall receive the daily subsistence allowance at the rate applicable to the area in which they are in travel status.
- (c) When family members are authorized to travel at United Nations expense, project personnel shall be paid an additional daily subsistence allowance on behalf of each such family member at one half the rate applicable to project personnel.
- (d) The Secretary-General may establish a special rate for daily subsistence allowance in cases where he or she deems it appropriate, such as assignments to conferences or seminars, etc.

Rule 207.17

Computation of the daily subsistence allowance while in travel status

- (a) Except during travel by sea, the daily subsistence allowance shall be paid to project personnel, at the rates and under the conditions prescribed in rule 207.16, for each calendar day or fraction thereof involving an overnight stay away from their residence during which project personnel or their family members are in official travel status, provided 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.

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\* Amendment to rule 207.15 is provisional until reported to the General Assembly, pursuant to regulation 12.2 of the Staff Regulations.

(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. This payment shall be in addition to the transit allowance under rule 207.18.

(c) No allowance shall be paid when a traveller returns to his or her official duty station within 12 hours after departure.

(d) When it is necessary for the purpose of computing the amount of daily 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 departs from or arrives at its terminal.

(e) No travel subsistence allowance shall be payable in respect of travel on appointment, assignment or repatriation, and in respect of travel on home leave, family visit or education grant, provided that the allowance may be paid for stopovers actually made during such travel under conditions established by the Secretary-General. Where travel at United Nations expense is authorized for medical, safety, security or other reasons under rule 207.1 (vi) or 207.2 (a) (v), an appropriate amount of subsistence allowance may be paid at the discretion of the Secretary-General.

#### Rule 207.18

##### Expenses while in transit by sea

(a) Project personnel authorized to travel by sea shall be entitled to a transit allowance instead of the daily subsistence allowance under rule 207.16. This allowance is a fixed amount designed to cover such expenditures as project personnel are normally obliged to incur on board ship.

(b) The Secretary-General shall, from time to time, establish the transit allowance payable for specified journeys by sea, taking into account the cost of fares and the number of dependants accompanying the individual at the Organization's expense.

#### Rule 207.19

##### Miscellaneous travel expenses

Necessary additional expenses incurred by project personnel in connection with the transaction of official business while in the performance of authorized travel shall be reimbursed by the United Nations after completion of travel, provided that the necessity and the nature of the expenses are satisfactorily explained and supported by proper receipts, which shall normally be required for any expenditures in excess of \$20.00. 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 207.15;
- (ii) Telephone, or other forms of communication required for official business;\*
- (iii) Transfer of authorized baggage by railway express or other appropriate agency;
- (iv) Hire of room for official use;
- (v) Text processing services or rental of equipment required for the preparation of official reports or correspondence;\*
- (vi) Transportation or storage of baggage or property used on official business;
- (vii) Passport and visa costs.

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\* Amendment to rule 207.19 (ii) and (v) is provisional until reported to the General Assembly, pursuant to regulation 12.2 of the Staff Regulations.

## Rule 207.20

### Excess baggage and unaccompanied shipments

#### *Excess baggage*

(a) For the purpose of these Rules, *Excess baggage* shall mean baggage in excess of accompanied baggage carried without extra charge by transportation companies.

(b) Project personnel travelling by air shall be entitled to reimbursement of the cost of excess baggage for themselves and their eligible family members for one bag in addition to their free baggage allowance or up to 25 kilograms per traveller.\*

(c) Additional excess baggage by air may be authorized for project personnel when, in the opinion of the Secretary-General, the circumstances so warrant. Wherever possible, however, such additional excess baggage will be shipped as unaccompanied shipment by air.

#### *General provisions on unaccompanied shipments*

(d) For the purpose of these Rules, “personal effects and household goods” shall mean effects and goods normally required for personal or household use, excluding animals and power-assisted vehicles.

(e) Unaccompanied shipments shall normally be made in one consignment, and shall be reimbursed on the basis of the maximum entitlement provided under this rule for transportation by the most economical means, as determined by the Secretary-General, between the places of departure and destination of the authorized travel of the project personnel and their family members.

(f) The normal costs of packing, crating and lift vans, cartage, unpacking and uncrating shall be reimbursed for the shipment of the maximum entitlements set by this rule, except for shipments under subparagraph (h) (i) below, for which the cost of cartage only shall be paid. 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.

(g) The weight or volume of unaccompanied shipments of personal effects and household goods for which expenses are borne by the Organization under this rule shall include packing but exclude crating and lift vans.

#### *Unaccompanied shipments on home leave, family visit or education grant travel*

(h) When the authorized travel is by air or by land, charges for unaccompanied shipment of personal effects or household goods relating to travel on home leave, family visit or education grant may be reimbursed up to a maximum of:\*

- (i) 50 kilograms or 0.31 cubic metres, by the most economical means, per person, in respect of each journey, except as provided in subparagraph (ii) below. At the request of the individual, this entitlement may be converted to 10 additional kilograms of accompanied excess baggage per person;
- (ii) 200 kilograms or 1.24 cubic metres, by the most economical means, for travel on education grant in regard to the first outward journey to, and the final return journey from, an educational institution;
- (iii) For the purposes of this rule, the shipment entitlements associated with incoming and outgoing journeys may be combined and exercised in whole or in part as one shipment provided the total is within the combined entitlement.

#### *Unaccompanied shipments for project personnel in short-term status*

(i) Project personnel in short-term status may be authorized the shipment of personal effects and household goods by the most economical means, up to a maximum of 100 kilograms or 0.62 cubic metres.

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\* Amendment to rule 207.20 (b) and (h) is provisional until reported to the General Assembly, pursuant to regulation 12.2 of the Staff Regulations.

*Unaccompanied shipments for project personnel in intermediate-term or long-term status*

(j) Project personnel in intermediate-term or long-term status may be authorized the shipment of personal effects and household goods by the most economical means, up to a maximum of 1,000 kilograms or 6.23 cubic metres for individual project personnel, 500 kilograms or 3.11 cubic metres for the first eligible family member and 300 kilograms or 1.87 cubic metres for each additional family member authorized to travel at United Nations expense.

*Additional entitlements for project personnel serving at designated duty stations*

(k) Project personnel serving at designated duty stations having difficult conditions of life and work shall be granted, under conditions established by the Secretary-General, the following special entitlements:

- (i) An additional shipment entitlement once a year to the duty station by the most economical means of up to 50 kilograms or 0.31 cubic metres in respect of the staff member and each eligible family member for whom the Organization has paid travel costs to the duty station;
- (ii) An additional 50-kilogram shipment entitlement in connection with the birth or adoption of a child.

(l) In addition to the unaccompanied shipment entitlements under this rule, the cost of transporting a privately owned automobile to one of the duty stations designated for that purpose may be partially reimbursed under conditions established by the Secretary-General.

*Conversion of surface shipment entitlements to unaccompanied shipment by air*

(m) When the most economical means of shipment is by surface, the entitlement may be converted to unaccompanied shipment by air under conditions established by the Secretary-General.

Rule 207.21

Insurance

(a) Project personnel shall not be reimbursed for the cost of personal accident insurance or of insurance of accompanied personal baggage. However, compensation may be paid, under arrangements in force under rule 206.6, in respect of loss of or damage to such baggage determined to be directly attributable to the performance of official duties on behalf of the United Nations.

(b) In the case of personal effects and household goods shipped under rule 207.20, except on home leave, family visit or education grant travel, insurance coverage will be provided by the Organization up to the maxima established by the Secretary-General.

(c) The United Nations will not be responsible for loss of or damage to an unaccompanied shipment.

Rule 207.22

Travel advances

(a) Project personnel authorized to travel shall provide themselves with sufficient funds for all current expenses by securing an advance of funds if necessary. An advance of 100 per cent of travel subsistence allowance and terminal expenses payable under these Rules may be made on the basis of the estimate and certification from the appropriate certifying officer.\*

(b) However, in those cases where project personnel are authorized to travel in accordance with staff rule 207.1 (a) (ii), an advance of funds at the rate of 100 per cent of the estimated travel subsistence allowance payable in accordance with staff rule 207.3 (a) (iii) may be made.

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\* Amendment to rule 207.22 (a) is provisional until reported to the General Assembly, pursuant to regulation 12.2 of the Staff Regulations.

Rule 207.23

Transportation of decedents

Upon the death of project personnel or of an eligible family member, the United Nations shall pay the expenses of transportation of the body from the place of death to a place to which the deceased is entitled to return transportation under rule 207.1 or 207.9. These expenses shall include reasonable costs for preparation of the body. If local interment is elected, reasonable expenses incurred for the interment may be reimbursed.

Rule 207.24

Loss of entitlement to travel expenses and unaccompanied shipment

(a) The Secretary-General may reject any claim for payment or reimbursement of expenses for travel or unaccompanied shipment which are incurred by project personnel in contravention of any provision of these Rules.

(b) Project personnel who resign before completing one year of service or within six months following the date of return from home leave or family visit travel shall not be entitled to payment of travel expenses on separation for themselves or their family members.

(c) Entitlement to expenses for return travel or unaccompanied shipment shall cease if travel or shipment has not commenced within two years after the date of separation from service. However, in accordance with staff rule 204.7, where both husband and wife are employed by the United Nations and the spouse who separates first is entitled to return travel or unaccompanied shipment, his or her entitlement shall not cease until two years after the date of separation of the other spouse.

(d) When return travel is delayed by project personnel for personal convenience, any resulting cost of revalidating the return portion of tickets shall be borne by project personnel.

(e) The Secretary-General may authorize exceptions to paragraphs (b) and (c) above if he or she is satisfied that there are compelling reasons for doing so.

## ANNEXES TO THE STAFF REGULATIONS

### Annex I

#### SALARY SCALES AND RELATED PROVISIONS

1. The Secretary-General shall establish the salary of the Administrator of the United Nations Development Programme and the salaries of United Nations officials in the Director category and above, in accordance with amounts determined by the General Assembly, subject to the staff assessment plan provided in staff regulation 3.3 and to post adjustments wherever applied. If otherwise eligible, they shall receive the allowances that are available to staff members generally.
2. The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to United Nations officials in the Director category and above to compensate for such special costs as may be reasonably incurred, in the interests of the Organization, in the performance of duties assigned to them by the Secretary-General. Similar additional payments in similar circumstances may be made to heads of offices away from Headquarters. The maximum total amount of such payments is to be determined in the programme budget by the General Assembly.
3. Except as provided in paragraph 5 of the present annex, the salary scales and the scales of post adjustment for staff members in the Professional and higher categories shall be as shown in the present annex.
4. Subject to satisfactory service, salary increments within the levels set forth in paragraph 3 of the present annex shall be awarded annually, except that any increments above step XI of the Associate Officer level, step XIII of the Second Officer level, step XII of the First Officer level, step X of the Senior Officer level and step IV of the Principal Officer level shall be preceded by two years at the previous step. The Secretary-General is authorized to reduce the interval between salary increments to ten months and twenty months, respectively, in the case of staff subject to geographical distribution who have an adequate and confirmed knowledge of a second official language of the United Nations.
5. The Secretary-General shall determine the salary rates to be paid to personnel specifically engaged for short-term missions and conference and other short-term service, to consultants, to Field Service personnel and to technical assistance experts.
6. The Secretary-General shall fix the salary scales for staff members in the General Service and related categories, normally on the basis of the best prevailing conditions of employment in the locality of the United Nations office concerned, provided that the Secretary-General may, where he or she deems it appropriate, establish rules and salary limits for payment of a non-resident allowance to General Service staff members recruited from outside the local area. The gross pensionable remuneration of such staff shall be determined in accordance with the methodology specified in article 54 (a) of the Regulations of the United Nations Joint Staff Pension Fund and are shown in the salary scales applicable to such staff.
7. The Secretary-General shall establish rules under which a language allowance may be paid to staff members in the General Service category who pass an appropriate test and demonstrate continued proficiency in the use of two or more official languages.
8. In order to preserve equivalent standards of living at different offices, the Secretary-General may adjust the basic salaries set forth in paragraphs 1 and 3 of the present annex by the application of non-pensionable post adjustments based on relative costs of living, standards of living and related factors at the office concerned as compared to New York. Such post adjustments shall not be subject to staff assessment.
9. No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was caused by reasons beyond their control or duly certified medical reasons.



**Salary scale for staff in the Professional and higher categories showing annual gross salaries and net equivalents after application of staff assessment**

(United States dollars)

**Effective 1 January 2007**

Level		STEPS														
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
USG	Gross	185 874														
	Net D	133 818														
	Net S	120 429														
ASG	Gross	168 826														
	Net D	122 737														
	Net S	111 142														
D-2	Gross	138 549	*	*	*	*	*									
	Net D	102 713	141 494	144 443	147 391	150 354	153 437									
	Net S	94 360	104 716	106 721	108 726	110 730	112 734									
D-1	Gross	126 565						*	*	*						
	Net D	94 564	96 324	98 082	99 842	101 602	103 361	105 121	106 881	108 640						
	Net S	87 407	88 937	90 462	91 985	93 504	95 020	96 531	98 040	99 544						
P-5	Gross	104 600	106 803	109 004	111 204	113 407	115 607	117 810	120 012	122 213	124 415	126 615	128 818	131 019		
	Net D	79 628	81 126	82 623	84 119	85 617	87 113	88 611	90 108	91 605	93 102	94 598	96 096	97 593		
	Net S	73 975	75 305	76 631	77 957	79 280	80 599	81 918	83 234	84 547	85 858	87 167	88 474	89 779		
P-4	Gross	85 974	87 979	89 986	91 992	93 999	96 006	98 013	100 019	102 144	104 266	106 391	108 515	110 640	112 765	114 890
	Net D	66 401	67 845	69 290	70 734	72 179	73 624	75 069	76 513	77 958	79 401	80 846	82 290	83 735	85 180	86 625
	Net S	61 834	63 150	64 464	65 776	67 087	68 396	69 705	71 012	72 317	73 623	74 925	76 227	77 528	78 828	80 127
P-3	Gross	70 222	72 079	73 939	75 793	77 653	79 508	81 364	83 224	85 082	86 938	88 797	90 651	92 511	94 367	96 224
	Net D	55 060	56 397	57 736	59 071	60 410	61 746	63 082	64 421	65 759	67 095	68 434	69 769	71 108	72 444	73 781
	Net S	51 395	52 625	53 857	55 085	56 317	57 545	58 775	60 005	61 234	62 464	63 689	64 916	66 141	67 366	68 592
P-2	Gross	57 153	58 815	60 476	62 138	63 799	65 458	67 121	68 779	70 442	72 106	73 764	75 428			
	Net D	45 650	46 847	48 043	49 239	50 435	51 630	52 827	54 021	55 218	56 416	57 610	58 808			
	Net S	42 818	43 904	44 986	46 070	47 153	48 238	49 340	50 438	51 542	52 642	53 741	54 844			
P-1	Gross	44 614	46 035	47 452	48 873	50 326	51 922	53 521	55 118	56 711	58 308					
	Net D	36 137	37 288	38 436	39 587	40 735	41 884	43 035	44 185	45 332	46 482					
	Net S	34 089	35 148	36 207	37 267	38 325	39 383	40 443	41 489	42 531	43 572					

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

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

\* = The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.

APPENDICES TO THE STAFF RULES

Appendix I

SALARY SCALES AND SCHEDULE OF PENSIONABLE REMUNERATION

Annual gross salaries and net equivalents after application of staff assessment

(United States dollars)

Effective 1 January 2007

Level		STEPS														
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
L-7	Gross		*	*	*	*	*									
	Net D	138,549	141,494	144,443	147,391	150,354	153,437									
	Net S	102,713	104,716	106,721	108,726	110,730	112,734									
L-6	Gross	94,564	96,052	97,737	99,417	101,092	102,760									
	Net D	126,565	129,153	131,738	134,326	136,915	139,501	142,090	144,678	147,265						
	Net S	87,407	88,937	90,462	91,985	93,504	95,020	96,531	98,040	99,544						
L-5	Gross	104,600	106,803	109,004	111,204	113,407	115,607	117,810	120,012	122,213	124,415	126,615	128,818	131,019		
	Net D	79,628	81,126	82,623	84,119	85,617	87,113	88,611	90,108	91,605	93,102	94,598	96,096	97,593		
	Net S	73,975	75,305	76,631	77,957	79,280	80,599	81,918	83,234	84,547	85,858	87,167	88,474	89,779		
L-4	Gross	85,974	87,979	89,986	91,992	93,999	96,006	98,013	100,019	102,144	104,266	106,391	108,515	110,640	112,765	114,890
	Net D	66,401	67,845	69,290	70,734	72,179	73,624	75,069	76,513	77,958	79,401	80,846	82,290	83,735	85,180	86,625
	Net S	61,834	63,150	64,464	65,776	67,087	68,396	69,705	71,012	72,317	73,623	74,925	76,227	77,528	78,828	80,127
L-3	Gross	70,222	72,079	73,939	75,793	77,653	79,508	81,364	83,224	85,082	86,938	88,797	90,651	92,511	94,367	96,224
	Net D	55,060	56,397	57,736	59,071	60,410	61,746	63,082	64,421	65,759	67,095	68,434	69,769	71,108	72,444	73,781
	Net S	51,395	52,625	53,857	55,085	56,317	57,545	58,775	60,005	61,234	62,464	63,689	64,916	66,141	67,366	68,592
L-2	Gross	57,153	58,815	60,476	62,138	63,799	65,458	67,121	68,779	70,442	72,106	73,764	75,428			
	Net D	45,650	46,847	48,043	49,239	50,435	51,630	52,827	54,021	55,218	56,416	57,610	58,808			
	Net S	42,818	43,904	44,986	46,070	47,153	48,238	49,340	50,438	51,542	52,642	53,741	54,844			
L-1	Gross	44,614	46,035	47,452	48,873	50,326	51,922	53,521	55,118	56,711	58,308					
	Net D	36,137	37,288	38,436	39,587	40,735	41,884	43,035	44,185	45,332	46,482					
	Net S	34,089	35,148	36,207	37,267	38,325	39,383	40,443	41,489	42,531	43,572					

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

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

\* = The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.

## Pensionable remuneration for purposes of pension benefits and pension contributions

(United States dollars)

**Effective 1 September 2006**

<i>Level</i>	<i>STEPS</i>														
	<i>I</i>	<i>II</i>	<i>III</i>	<i>IV</i>	<i>V</i>	<i>VI</i>	<i>VII</i>	<i>VIII</i>	<i>IX</i>	<i>X</i>	<i>XI</i>	<i>XII</i>	<i>XIII</i>	<i>XIV</i>	<i>XV</i>
L-7	201 224	205 799	210 371	214 939	219 512	224 083									
L-6	182 899	186 650	190 400	194 143	197 894	201 831	205 850	209 868	213 880						
L-5	152 193	155 383	158 571	161 764	164 953	168 142	171 330	174 524	177 711	180 901	184 092	187 289	190 708		
L-4	124 231	127 306	130 373	133 443	136 520	139 587	142 658	145 733	148 802	151 870	154 939	158 021	161 087	164 158	167 232
L-3	102 103	104 712	107 317	109 919	112 529	115 134	117 739	120 349	123 077	125 928	128 776	131 623	134 474	137 322	140 172
L-2	83 765	86 101	88 428	90 760	93 091	95 421	97 752	100 079	102 414	104 745	107 073	109 406			
L-1	65 227	67 473	69 711	71 950	74 191	76 429	78 673	80 910	83 151	85 390					



## Appendix III

### EDUCATION GRANT ENTITLEMENTS APPLICABLE IN CASES WHERE EDUCATIONAL EXPENSES ARE INCURRED IN SPECIFIED CURRENCIES AND COUNTRIES

(Effective as from the school year in progress on 1 January 2007)

Currency	(1) <i>Maximum amount admissible educational expenses and maximum grant for disabled children</i>	(2) <i>Maximum education grant</i>	(3) <i>Normal flat rate when boarding not provided</i>	(4) <i>Additional flat rate for boarding (at designated duty stations)</i>	(5) <i>Maximum grant for staff members serving at designated duty stations</i>	(6) <i>Calculation for maximum admissible educational expenses (attendance only)</i>
<b>Part A</b>						
Euro						
Austria	15 198	11 399	3 564	5 346	16 745	10 447
Belgium	14 446	10 835	3 366	5 049	15 884	9 959
Finland	9 082	6 812	2 543	3 815	10 627	5 692
France <sup>a</sup>	10 263	7 697	2 921	4 381	12 078	6 368
Germany	18 993	14 245	4 090	6 134	20 379	13 540
Ireland	17 045	12 784	2 945	4 417	17 201	13 119
Italy	17 215	12 911	2 965	4 447	17 358	13 261
Luxembourg	14 446	10 835	3 366	5 049	15 884	9 959
Monaco	10 263	7 697	2 921	4 381	12 078	6 368
Netherlands	15 440	11 580	3 814	5 721	17 301	10 355
Spain	13 762	10 322	2 992	4 488	14 810	9 773
Danish krone	108 147	81 110	24 715	37 072	118 182	75 193
Japanese yen	2 324 131	1 743 098	534 345	801 517	2 544 615	1 611 671
Swedish krona	141 026	105 770	23 490	35 235	141 005	109 707
Swiss franc	26 868	20 151	5 331	7 997	28 148	19 760
Pound sterling	18 285	13 714	3 326	4 989	18 703	13 851
<b>Part B</b>						
United States dollar (in the United States of America) <sup>b</sup>	34 598	25 949	5 406	8 109	34 058	27 391
<b>Part C</b>						
United States dollar (outside the United States of America) <sup>c</sup>	18 048	13 536	3 490	5 235	18 771	13 395

<sup>a</sup> Except for the following schools, where the US dollars in the United States levels will be applied: American School of Paris, American University of Paris, British School of Paris, European Management School of Lyon, International School of Paris and Marymount School of Paris.

<sup>b</sup> Also applies, as a special measure, for China, Indonesia, and the Russian Federation.

<sup>c</sup> Includes Norway, which will no longer be tracked as a separate zone.

Where educational expenses are incurred in any of the currencies set out in the table above, the applicable amounts are set out in columns (1) to (6) against those currencies. Where educational expenses are incurred in the United States of America, the applicable amounts are set out in columns (1) to (6) against part B above. Where educational expenses are not incurred in any of the currencies set out in part A above or in the United States, the applicable amounts are set out in columns (1) to (6) against part C above.

Attendance at an educational institution outside the duty station

- (i) Where the educational institution provides board, the amount shall be 75 per cent of the allowable costs of attendance and the costs of board up to the maximum indicated in column (1), with a maximum grant indicated in column (2) per year.
- (ii) Where the educational institution does not provide board, the amount shall be a flat sum as indicated in column (3), plus 75 per cent of the allowable costs of attendance up to a maximum grant as indicated in column (2) per year.

Attendance at an educational institution at the duty station

- (iii) The amount shall be 75 per cent of the allowable costs of attendance up to the maximum indicated in column (1), with a maximum grant as indicated in column (2) per year.
- (iv) Where such an educational institution is located beyond commuting distance from the area where the staff member is serving and, in the opinion of the Secretary-General, no school in that area would be suitable for the child, the amount of the grant shall be calculated at the same rates as specified in (i) or (ii) above.

Staff serving at designated duty stations with inadequate or no education facilities with attendance at an educational institution at the primary or secondary level outside the duty station

- (v) Where the educational institution provides board, the amount shall be:
  - a. 100 per cent of the costs of board up to the maximum indicated in column (4); and
  - b. 75 per cent of the allowable costs of attendance and of any part of the costs of board in excess of the amount indicated in column (4), with a maximum reimbursable amount as indicated in column (5).
- (vi) Where the educational institution does not provide board, the amount shall be:
  - a. A flat sum for board as indicated in column (4); and
  - b. 75 per cent of the allowable costs of attendance, with a maximum reimbursable amount as indicated in column (5).
- (vii) Paragraphs (v) and (vi) above are not applicable to special missions.