

WESTERN EUROPEAN UNION



WEU Staff Rules

WEU STAFF RULES

TABLE OF CONTENTS

CHAPTER I – DUTIES AND RESPONSIBILITIES

- General Provisions Art. 1
- Status – Authority of Secretary-General Art. 2
- Duties and responsibilities Art. 3
- Status of experts Art. 4
- Status of temporary staff Art. 5
- Security Art. 6

CHAPTER II – RECRUITMENT AND CONTRACTS

- Recruitment Policy Art. 7
- Age limit for employment Art. 8
- Medical examination Art. 9
- Security clearance Art. 10
- Contracts Art. 11

CHAPTER III – SALARIES AND ALLOWANCES

- Basic salary, allowance and insurance: General Art. 12
- Expatriation allowance Art. 13
- Household allowance Art. 14
- Children's and other dependants' allowance Art. 15
- Rent allowance Art. 16
- Installation allowance Art. 17
- Special allowances Art. 18
- Transfers Art. 19
- Salary advances and loans Art. 20

CHAPTER IV – TRAVEL COSTS, SUBSISTENCE ALLOWANCE AND REMOVAL EXPENSES

- Expenses of candidates Art. 21
- Travel expenses of members of the staff and their families
between their place of residence and duty station Art. 22
- Removal expenses Art. 23
- Travel on duty Art. 24
- Subsistence allowance when travelling on official business Art. 25

CHAPTER V – PROVIDENT FUND (Deleted) Art. 26 to 33

CHAPTER VI – HOURS OF WORK, OFFICIAL HOLIDAYS AND OVERTIME

- Hours of work Art. 34
- Official holidays Art. 35
- Overtime Art. 36
- Part-time Art. 36A

CHAPTER VII – LEAVE

- Annual leave Art. 37
- Home leave Art. 38
- Absence for health reasons and sick leave Art. 39
- Infectious diseases, vaccination and accidents Art. 40
- Special leave and maternity leave Art. 41

CHAPTER VIII – REPORTS AND PROMOTIONS

- Reports on members of the staff Art. 42
- Promotion Art. 43

CHAPTER IX – DISCIPLINARY MEASURES

Art. 44 and 44bis

- Notification of complaints Art. 45
- Disciplinary Board Art. 46
- Composition of the Disciplinary Board Art. 47
- Procedure of the Disciplinary Board Art. 48

CHAPTER X – APPEALS BOARD

Art. 49

- Jurisdiction Art. 50
- Composition and status Art. 51
- Secretariat of Board Art. 52
- Rules Art. 53
- Appeals Art. 54
- Preliminary procedure Art. 55
- Convening of the Board Art. 56
- Meetings of the Board Art. 57
- Replacement of the Head of the WEU RATU Art. 58
- Stay of execution Art. 59
- Decisions of the Board Art. 60
- Entry into force and transitional measures Art. 61

CHAPTER XI – STAFF ASSOCIATION

Art. 62

CHAPTER XII – SEPARATION

Art. 63

CHAPTER XIII – PENSION SCHEME

Art. 64

RESOLUTION CONCERNING UNGRADED OFFICIALS

ANNEXES

- I. Salary scales and allowances for staff serving in France and Belgium
- II. Daily subsistence allowances for staff travelling on official duty
- III. Remuneration of auxiliary/temporary staff
- IV. Rules on the remuneration adjustment procedure of the co-ordinated organisations
- V. Education allowance: Rules for the reimbursement of educational costs
- VI. Regulations on the indemnity for loss of job
- VII. Pension Scheme Rules *[Annex issued separately]*
- VIII. Provisions applicable to members of staff working part-time

CHAPTER I – DUTIES AND RESPONSIBILITIES

Article 1 – General provisions

- a) For the purpose of the Staff Rules, “members of the staff” shall be understood as meaning the staff of the Secretariat-General and any subsidiary bodies of WEU.
- b) The present Rules define the rights, benefits, duties and responsibilities of the members of the staff.
- c) Amendments to the Rules will be issued, as necessary, by the Secretary-General after approval by the Council.

Amendments shall not, however, detract from the provisions of a contract between the individual and WEU.

- d) The Rules shall apply to all members of the staff, except where the Council has taken decision to the contrary in respect of ungraded officials.

Article 2 – Status – Authority of Secretary-General

a) Status

The Secretary-General and all members of the staff are international agents and their responsibilities are exclusively international in character.

b) Authority of the Secretary-General

1. All members of the staff are subject to the authority of the Secretary-General and will be responsible to him for the performance of their duties.
2. The Secretary-General may, in the interests of WEU, transfer members of the staff from their existing duty station to another duty station for an indefinite period. Members of the staff will be governed during the period of transfer by the rules applicable to WEU staff in the new duty station.

Article 3 – Duties and responsibilities

a) Declaration

On accepting engagement with WEU, each member of the staff shall subscribe to the following declaration:

“I solemnly undertake to exercise in all loyalty, discretion and conscience the functions entrusted to me as a member of the staff of WEU and to discharge these functions with the interests of WEU only in view. I undertake not to seek or accept instructions in regard to the performance of my duties from any government or from any authority other than WEU.”

b) Conduct

Members of the staff shall conduct themselves at all times in a manner compatible with their status as representatives of WEU. They shall avoid any action or activity which may in any way reflect on their position or on the good repute of WEU.

c) Acceptance of gratuities, etc.

Members of the staff shall not accept gratuities in cash or in kind or favours of any sort in connection with the execution of their duties.

WEU STAFF RULES

d) Acceptance of emoluments and honours

The consent of the Secretary-General must be obtained before a member of the staff accepts any honour, decoration, favour, gift, fee, reward or emolument from any government, or from any source external to WEU.

e) Candidacy for political office

No member of the staff shall, without the consent of the Secretary-General, become a candidate for, or hold, a public office of a political character.

f) Outside activities

Members of the staff shall not engage in any outside occupation or hold any office which, in the opinion of the Secretary-General, is incompatible with the proper discharge of their duties with WEU.

g) Privileges and immunities

The privileges and immunities conferred on members of the staff are accorded in the interest of WEU and not for their personal convenience. They must not be used to avoid private obligations or as an excuse for failure to observe laws or police regulations. In any incident where these privileges and immunities are involved, the member of the staff concerned shall immediately report to the Secretary-General, who will decide whether or not the immunities and privileges shall be waived.

h) Financial responsibility

Members of the staff may be required to reimburse WEU either partly or in full, any financial loss suffered by it owing to their negligence, or because they have deliberately violated any regulation, rule or procedure approved by the Council or the Secretary-General.

i) Proprietary rights

All rights, including title, copyright and patent rights, in any work carried out by a member of the staff in the performance of his official duties, shall be vested in WEU.

j) Communication and information

Members of the staff shall exercise the utmost discretion in all matters of official business. They shall not, except in the course of their duties or when authorised by the Secretary-General, communicate to any person any information known to them by reason of their official position in WEU.

This obligation shall continue after the staff member's duties have ceased.

k) Public information activities

Members of the staff shall not, without the prior approval of the Secretary-General:

1. make statements to the press, radio or other agencies of public information on matters in any way related to the aims and activities of WEU;
2. release for publication, or for use in film, radio or television productions, any information in any way related to the aims and activities of WEU;
3. accept engagements to lecture, to write articles or books, or to provide material for publication on matters in any way related to the aims and activities of WEU.

l) Lecture fees

Members of the staff authorised by the Secretary-General to give lectures in virtue of k) 3. above, shall not accept fees or gifts in connection therewith, but may accept reimbursement of travelling expenses actually incurred.

m) Assistance and compensation

The Organisation shall provide assistance to present or former staff members who, by reason of their present or former office or duties with the Organisation and through no fault of their own, are subject to threats, insults, defamation or attack. The Organisation may grant compensation for any material damage sustained insofar as they have not wilfully or through serious negligence themselves provoked the damage and have been unable to obtain proper redress for the damage and provided that the staff member concerned makes over to the Organisation the claims he may have against any third party.

All decisions in this matter shall be taken by the Secretary-General, who has a discretionary power in assessing the circumstances of the case, what form the assistance should take and what compensation, if any, should be granted.

Article 4 – Status of experts

a) Experts may be engaged by the Secretary-General. He may, where necessary, authorise the Heads of WEU subsidiary bodies to engage experts. Experts are defined as recognised experts or specialists engaged to serve in an advisory or technical capacity. They will not hold an established post in WEU. They will not normally be offered a contract for a period in excess of 90 days.

b) Under the terms of the Agreement on the status of WEU, National Representatives and International Staff, experts are not members of the staff, and:

1. are not entitled to the immunities and privileges accorded to members of the staff; when they are on WEU duty in the territory of a member State, however, they enjoy the privileges and immunities enumerated in Article 23 of the Agreement referred to above where this is necessary for the effective exercise of their mission;
2. Their fees are not exempt from salary taxation, as provided by the Agreement on the status of WEU. They are exempt from the taxation for the benefit of WEU provided for in Article 21 of that Agreement.

c) The terms and conditions of service of experts as well as their fees are laid down in their contracts. Fees will be payable in euro, or in the currency of their home country, or partly in each. Experts' services may be accepted on an unpaid basis.

Article 5 – Status of temporary staff

a) The Secretary-General and the Heads of subsidiary bodies may engage temporary staff. Temporary staff will not hold any of the established posts in WEU. The contracts of temporary staff will not normally cover a period in excess of 90 days.

b) Chapters II to XII of the Staff Rules are not applicable to temporary staff except as provided for in c) to k) hereunder.

c) The conditions of engagement specified in Articles 6, 7, 9 and 10 of the Staff Rules are applicable to temporary staff.

d) During the first month of service, such contracts can be terminated at any moment by either party without notice; after the first full month of service, they can only be terminated at a week's notice, or by payment of the temporary staff's emoluments for a corresponding period.

- e) The emoluments payable to temporary members of the staff are laid down in their contracts, and are in conformity with Annex III.
- f) Temporary members of the staff are not entitled to the privileges and immunities, nor to the exemption from salary taxation provided by the Agreement on the Status of WEU. They are exempt from the taxation for the benefit of WEU provided for in Article 21 of that Agreement.
- g) Temporary staff are subject to the social security legislation in force in their country of employment.
- h) The provisions of Articles 34, 35 and 36 of the Staff Rules are applicable to temporary staff.
- i) Temporary staff are entitled to paid leave at the rate of one working day per month of service.
- j) Temporary staff fulfilling the conditions set out in paragraphs a) and b) of Article 13 of the Staff Rules are entitled, for the duration of their contracts, to an expatriation allowance, at the rate shown in Annex I.
- k) Temporary members of the staff whose place of residence is more than 100 kilometres or 60 miles from their duty station shall be entitled to reimbursement of travel expenses actually incurred by them on taking up their duty and on leaving the service of WEU, under the terms laid down in Article 22, subparagraphs a) 1. and 4. and b) 1. and 2. only, and excluding all other provisions of the same article.

Article 6 – Security

- a) Members of the staff and experts shall, on engagement, read the security regulations for WEU with which all members of the staff and all experts are required to be familiar. All members of the staff and all experts shall sign a declaration whereby they undertake to preserve the secrecy of the classified information with which their duties bring them into contact, not only while they continue to be employed, but also after their employment with WEU has ceased. On separation a further declaration will be signed regarding the preservation of the secrecy of classified information after employment has terminated.
- b) Queries on security matters shall be addressed to the Security Officer. He is to be notified immediately of any incident involving the suspected loss or compromise of classified documents.

CHAPTER II – RECRUITMENT AND CONTRACTS

Article 7 – Recruitment policy

- a) Offers of employment and engagement of staff for posts in WEU will be made by the Secretary-General.
- b) Candidates under 21 and over 60 years of age will not normally be considered for engagement. The candidature of a person liable to be called up for his initial compulsory military service will not normally be considered.
- c) Candidates closely related by blood or by marriage to a member of the staff will not normally be selected for engagement. Exceptions may be authorised by the Secretary-General, provided that neither of the persons concerned shall serve in a capacity subordinate to the other.
- d) Recruitment of members of the staff will be limited to nationals of the member countries of WEU, and subsequent marriage to nationals of a non-WEU country may be considered by the Secretary-General as a reason for termination of contract.
- d) b. Nationals of countries having the status of WEU Observer or Associate Member may be recruited for functions transferred to WEU, in which those countries participate by right.
- e) Members of the staff will be engaged at the lowest step of the grade of the post for which they are selected. However the Secretary-General may grant a higher step where this is justified.
- f) Subject to the special provisions laid down in paragraph a) above, the Secretary-General shall determine which posts are to be filled by examination, and shall lay down the tests for engagement which candidates for such posts will be required to pass.

Article 8 – Age limit for employment

The age limit for employment is fixed at the end of the month in which the staff member reaches the age of 65. The Secretary-General may authorise exceptions up to the limit of 70 years of age.

Article 9 – Medical Examination

- a) Engagement of members of the staff shall be subject to a certificate from a doctor approved by WEU stating that the candidate has the requisite physical fitness for employment with WEU and for the duties of his post and that he is free from any defect or disease which would represent a risk to others.

The medical examination on engagement shall also be accomplished with a view to the application of the deferred entitlement foreseen in Article 2 of the Pension Scheme Rules (see Annex VII).

- b) Members of the staff who are offered a fixed-term or an indefinite contract (see Article 11), shall be required to undergo, each year, a medical check-up. If the medical check-up shows that the staff member concerned is not in a position to carry out his duties, the contract may be terminated.

Article 10 – Security clearance

The engagement of members of the staff and experts shall be subject to the receipt by WEU of a Security Clearance certificate from the national government of the member of the staff in question. The withdrawal of the certificate entails the immediate termination of the contract and the dismissal of the staff member concerned under conditions laid down by Article 44 b) 4. or Article 11 B. d) of the WEU Staff Rules, it being left to the Secretary-General to decide which should be applied.

Article 11 - Contracts

A. Initial or fixed-term contracts

a) Initial contracts will be for one year apart from temporary contracts, those offered to experts or the fixed-term contracts referred to in paragraph 11 A. c). There will be no commitment of any kind on the part of WEU to offer a new contract after the expiration of the initial one-year contract, and a decision on its part not to offer a new contract shall not constitute grounds for appeal. The Organisation will inform the staff member in writing not later than the end of the tenth month of service whether or not it intends to offer him a further contract.

b) The first three months of the initial one-year contract will be a probationary period, during which the contract can be terminated either by WEU or by the member of the staff without notice.

c) Where special circumstances so demand, the Organisation may decide to offer the new staff member a fixed-term contract, the duration of which shall depend on the exceptional circumstances on which the Organisation's decision was based. The duration of this contract shall not normally be less than three years. In such a case, the probationary period shall be for six months and the initial contract procedure shall not be applied.

d) On expiry of the probationary period or before this date, the staff member shall receive written notification:

1. either that his/her initial one-year contract or fixed-term contract has been confirmed;
2. or that this contract has been terminated;
3. or, in exceptional cases, that a further probationary period has to be completed.

e) The probationary period shall form an integral part of the period of the initial contract or fixed-term contract, even if the probationary period is extended.

f) Once an initial one-year contract has been confirmed after the probationary period, it may be terminated before expiry of the contractual period either by the member of the staff or by the Organisation (for other than disciplinary reasons) provided that two months' notice is given in writing.

B. Contracts offered on expiry of initial contract or fixed-term contract

a) If WEU wishes to retain the services of a member of the staff after the expiry of the initial one-year contract or fixed-term contract, a new contract will be offered. This contract will be of indefinite duration or, when special circumstances warrant, for a fixed term.

b) If a member of the staff who has signed one of the contracts referred to in a) above wishes to resign, he may do so by giving three months' notice in writing.

c) If WEU wishes, for other than disciplinary reasons, to terminate a contract of indefinite duration, it may do so by giving, in writing, three months' notice to staff of B and C grades and six months' notice to other staff.

In the case of a contract for a fixed period of time, conditions for termination will be stipulated therein and will conform, as closely as possible, to those laid down in the preceding paragraph.

d) If the exigencies of the service so require, the period of notice specified in paragraph c) above may be reduced, in which case the staff member concerned will be entitled to compensation calculated on the basis of the salary and allowances which he would have received had the date of termination been at the end of the notice period.

C. Termination of contracts – Indemnity for loss of job

Termination of a contract by the Organisation may, in certain circumstances, give rise to the payment of an indemnity for loss of job. The regulations governing the payment of this indemnity are set out in Annex VI.

D. Permanent part-time posts

The provisions of paragraphs A, B and C apply to staff members recruited to fill permanent part-time posts that may be created in the Secretariat-General or any subsidiary body of the WEU.

Annex VIII to these Rules lays down the special provisions applicable to these staff members.

CHAPTER III – SALARIES AND ALLOWANCES

Article 12 – Basic salary, allowances and insurance: General

- a) The salaries and allowances of ungraded members of the staff shall be determined by the Council on the recommendations of the Secretary-General.
- b) The emoluments paid to staff members of WEU are of two kinds:
1. the basic salary and the annual increments thereto established by the Council for each grade and set out in Annex I. The annual increments for each grade shall be granted as from the first day of the month in which the member of the staff was engaged or promoted provided the head of the service of the member of the staff concerned certifies that the latter's work and conduct during the preceding year have been satisfactory;
 2. allowances established by the Council. The allowances at present granted are:
 - expatriation allowance
 - household allowance
 - children's and other dependants' allowance
 - rent allowance
 - installation allowance
 - language, extra duties and education allowances
 - compensatory payments under Article 11
- c) In respect of allowances:
1. at the time of appointment each member of the staff shall furnish all information necessary for the determination of his eligibility for allowances; members of the staff must at once bring subsequent changes affecting eligibility to the attention of the appropriate Administrative Officer;
 2. the right to recurring allowances shall be determined according to the circumstances existing at the beginning of the period for which they are paid; notwithstanding this provision, the date on which a member of the staff ceases to be eligible for the dependant children's allowance under Article 15.1 shall be one month after the end of the last term during which the child attended the educational establishment;
 3. claims for allowances submitted more than three months after the event to which the claim relates will not be granted retroactively unless exceptional circumstances can be proved;
 4. payment of the allowances specified above shall be subject to the deduction of allowances of the same nature to which the household or an unmarried member of the staff may be entitled.
- d) The conditions for eligibility and the actual rates of the allowances are laid down in Articles 11 and 13 to 18 and the annexes thereto. Cases of doubt as to the eligibility of a member of the staff for any allowance shall be determined by the Secretary-General.
- e) Salaries and continuing allowances shall be paid monthly, in arrears, normally on the third last working day of the month.
- f) Salaries and allowances shall be paid in the currency of the country in which the duty station is situated. For the purpose of calculating salaries and allowances, one month shall count as one-twelfth of a year and one day as one-thirtieth of a month.

g) In accordance with the agreements concluded by WEU in the light of local circumstances, staff members shall be affiliated either to the social security scheme of the host country, that scheme being backed up by a supplementary insurance scheme, or to a sickness and invalidity insurance scheme contracted directly by the Organisation with private insurers. The Organisation pays two-thirds of the relevant contributions, the staff member one-third.

The supplementary insurance scheme or sickness and invalidity insurance scheme contracted with private insurers covers:

1. the reimbursement, within certain limits, of medical expenses;
2. capital sum payment in the event of death;
3. monthly payment in the event of temporary incapacity for work;
4. monthly payment in the event of partial permanent invalidity.

h) Claims against the Western European Union for payment of salary, indemnities, benefits or of other sums (including pensions), resulting from the application of the Staff Regulations, shall lapse two years after the date on which the payment would have been due.

A request for payment in respect of a claim against the Organisation submitted after the expiry of the period of limitation may be taken into consideration if the delay is due to exceptional circumstances.

The limitation shall be interrupted by a claim in writing submitted before the expiry of the period of limitation.

Article 13 – Expatriation allowance

A. Regime applicable to staff recruited before 1 January 1996

a) Without prejudice to the application of paragraph f) of this article, an expatriation allowance shall be payable to members of the staff in categories A, L and B who, at the time of their appointment by WEU, were not nationals of the host state and had not been continuously resident on that state's territory for at least three years, no account being taken of previous service in their own country's administration or with other international organisations.

b) This allowance shall also be paid to members of the staff in the same categories who, although nationals of the host state, have been continuously resident for at least ten years in another state at the time of their appointment, no account being taken of previous service in their own country's administration or with other international organisations.

c) This allowance shall cease to be payable if a member of the staff is transferred to the country of which he is a national.

d) The rate of the allowance shall be calculated in accordance with the scale and conditions set out in Annex I.

e) Where a husband and wife who are both non-resident are employed in the same country by the same Coordinated Organisation or by two different Coordinated Organisations, they shall each be entitled to an expatriation allowance, but at the uniform rate of 16% whether or not they are in receipt of a household allowance.

- f) Staff members commuting between their country of origin and that of their duty station:
1. when any point on the frontier of the country of which the official is a national is within a radius of 50 km from the duty station, such an official shall not be entitled to the expatriation allowance and the related education allowance and home leave unless he supplies proof that he has established his actual and habitual residence in the country of service or, exceptionally and subject to agreement by the Secretary-General, in another country of which he is not a national, taking account of his family circumstances;
 2. a compensatory allowance shall be paid to a staff member who is in service at the date of entry into force of subparagraph 1. but who loses his entitlement to expatriation allowance under the terms of this subparagraph. This compensatory allowance shall be equal to the amount of the expatriation allowance the staff member is receiving on the day before these provisions come into effect. The compensatory allowance shall be payable until the expiration of the staff member's existing contract; the compensatory allowance shall continue to be payable in the case of a staff member serving under a contract of indefinite duration who receives a new contract on promotion to a higher grade. The amount of this allowance will not be adjustable;
 3. under special circumstances and for sound and sufficient reasons, exceptions to the rule in subparagraph 1. above may be made by the Secretary-General.

B. Regime applicable to staff recruited as from 1 January 1996

1. Entitlement

- 1.1 The expatriation allowance shall be paid to staff in Categories A, L and B who, at the time of their appointment by the Organisation, were not nationals of the host state and had not been continuously resident on that state's territory for at least one year, no account being taken of previous service in their own country's administration or with other international organisations. In the event of an official who has been entitled to the expatriation allowance taking up duty in the country of which he is a national, he shall cease to be entitled to the expatriation allowance.

2. Rate of the allowance

- 2.1 The rate of the allowance during the first ten years of service shall be:

- 18% of basic salary for staff entitled to the household allowance;
- 14% of basic salary for staff not entitled to the household allowance.

The allowance shall be calculated on the first step in grade of recruitment or promotion irrespective of any increase in the official's basic salary by movement up the incremental scale and shall be adjusted in the same proportions and at the same date as basic salary.

- 2.2 In years eleven, twelve and thirteen, the allowance at the rate of 18% shall be reduced by one percentage point per year to 15% and the allowance at the rate of 14% shall be reduced by one percentage point per year to 11%. During this period, and thereafter, the allowance shall be adjusted in the same proportions and at the same date as basic salary.
- 2.3 In the event of an official who has been employed by one Coordinated Organisation taking up duty with another Coordinated Organisation or in the event of an official of another international Organisation or a member of the administration or armed forces of the country of origin taking up duty with a Coordinated Organisation without changing country, the previous service in the host country will be taken into account in determining the application of paragraphs 2.1 and 2.2 above.

3. Couples

- 3.1 Where a husband and wife are both non-resident and are both employed in the same country by the same Coordinated Organisation, or by two different Coordinated Organisations, they shall each be entitled to an expatriation allowance at the rate of 14% whether or not they are entitled to the household allowance or at the rate on the reduction scale which corresponds to the number of each spouse's years of service.
- 3.2 Officials already in the service of a Coordinated Organisation at 1 January 1996 and receiving the expatriation allowance in force at that date shall, on the occasion of their marriage, be treated in the same way as other serving staff.

Article 14 – Household allowance

- a) The rate of the allowance shall be calculated in accordance with the scale and conditions set out in Annex I.
- b) The following shall be entitled to the household allowance:
1. any married member of the staff;
 2. any widowed, divorced, legally separated or unmarried member of the staff with dependent child or children within the meaning of the Staff Rules;
 3. any member of the staff who does not satisfy the conditions under 1. and 2. above, but who has one or more dependants within the meaning of the Staff Rules.
- c) In the case of a married member of the staff who has no dependent child or other dependant but whose husband or wife is gainfully employed, the allowance payable, within the overall limit of 6% of basic salary, shall be the difference between the basic salary for grade B3 step 1 plus the allowance to which the member of the staff would be entitled in theory, and the earned income of the husband or wife. If this latter amount is equal to or greater than the former, no allowance shall be payable.
- d) Where, under the foregoing provisions, a husband and wife employed by the same Coordinated Organisation or by two different Coordinated Organisations are both entitled to the household allowance, it shall be paid only to the person in receipt of the higher basic salary.

Article 15 – Children's and other dependants' allowance

I. Dependent children

- a) An allowance shall be paid at the rate set out in Annex I to members of the staff, whether married or not, for each dependent child. A child deemed to be dependent is a child within the meaning of the Staff Rules who is mainly and continuously maintained by an unmarried member of the staff or by the household of a married member of the staff.
- b) Such an allowance may be granted by reasoned decision of the Secretary-General for any child below the age of 18 years who is given a home and mainly and continuously supported by such an official. For the purposes of this Rule, a child who is given a home shall mean:
1. a child in regard to whom adoption proceedings have been started;
 2. a child who has lost both parents and for whom an official has assumed responsibility.
- c) Payment of the allowance may be continued until the age of 26 years if the child is receiving full-time school or university education or vocational training not involving receipt of a genuine salary or wage.

d) Payment of this allowance may be continued without any age limit if the child is permanently incapable of providing for its needs and such incapacity is medically certified by a doctor approved by the Organisation.

e) Where a member of the staff or his or her household receives, under his or her national laws or regulations, or those of the host country, an allowance in the nature of a family allowance covering the same purpose, the amount of such allowance shall be deducted from any allowance payable by the Organisation.

f) Where husband and wife are employed by the same Coordinated Organisation or by two different Coordinated Organisations, the dependant child's allowance shall be paid to the person in receipt of the household allowance.

g) When claiming the allowances, the member of the staff concerned must submit a birth certificate or other valid evidence of a child's date of birth and certify in writing that the child is dependent on him for main and continuing support.

II. Handicapped children

a) An allowance for a handicapped child shall be paid to any official with a dependent child who is handicapped within the meaning of the present regulation whatever the age of the child. Payment of the allowance for a handicapped child shall confer entitlement to the household allowance.

b) A child shall be deemed to be handicapped within the meaning of this regulation if it is established by medical evidence that he is suffering from a serious and permanent disability necessitating either special care or supervision not provided free of charge or special education or training.

c) The decision to pay the allowance shall be made by the Secretary-General after consulting a board which he shall constitute for the purpose and which shall include not less than one medical practitioner. The Secretary-General's decision shall specify the period for which the allowance shall be paid subject to review.

d) The criterion for entitlement to the benefits specified in this regulation shall be the serious and continuing impairment of the physical or mental activities.

Children may be deemed to be handicapped where they suffer from:

- serious or chronic affection of the central or autonomic nervous system, however caused, such as diseases of the brain, diseases or disorders of the spinal cord or bone marrow or autonomic paralysis;
- serious affection of the locomotor system;
- serious affection of one or more sensory system;
- chronic and disabling mental illness.

The above list shall not be deemed to be exhaustive and is given by way of indication only: it shall not be taken as an absolute basis for assessing the degree of disability or incapacity.

e) The amount of the allowance shall be equal to the amount of the allowance for a dependent child and shall be additional thereto.

f) In the event that the member of the staff concerned or his household is entitled to a similar allowance under a national or international scheme, the amount of the allowance payable by the Organisation shall be the amount by which the rate payable under the present Regulation exceeds the amount payable under the national or international scheme.

III Other dependants

An allowance of the same amount as the dependent child's allowance may be granted by the Secretary-General on the basis of supporting evidence where an unmarried member of the staff or the household of a married member of the staff mainly and continuously supports a parent or other relative, by blood or marriage, by virtue of a legal or judicial obligation, if such a notion exists under the national law of such official; if such a notion does not exist, the extent of the obligation shall be assessed by analogy according to the circumstances so as to achieve equality of treatment among all members of the Organisation's staff.

Article 16 – Rent allowance

a) Staff members, including those serving a probationary period, shall be entitled to a rent allowance provided that:

1. they enjoy international status;
2. they do not own a dwelling appropriate to their grade and family circumstances in the place of their duty station;
3. they are tenants or sub-tenants of furnished or unfurnished premises suitable to their grade and family circumstances;
4. the rent paid, excluding all service charges considered to be the liability of the tenant in the country of residency, exceeds the proportion of their emoluments specified in paragraph c) below.

Members of the staff who are not single or widowed shall not be entitled to a rent allowance unless they are in receipt of a household allowance.

Members of the staff shall supply the administration with all the information necessary to determine the amount of the allowance to which they are entitled.

b) All claims for rent allowance shall be subject to the approval of the Secretary-General or the Head of the subsidiary body upon the recommendation of a Rental Committee consisting of a Chairman nominated by the Secretary-General from the senior officials of the Secretariat-General, one member of the Budget and Organisation Committee nominated by that Committee and one member nominated by the Staff Committee from among the staff of the Secretariat-General or the subsidiary body.

The nominations will be for a period of two years.

c) The amount of the allowance shall be a proportion of the difference between the actual rent paid, excluding all charges mentioned under a) 4. above, and a sum calculated as follows:

- 15% of the emoluments of Grade C members of the staff and members of the staff of grade B up to and including B.4;
- 20% of the emoluments of grade B.5 and B.6 members of the staff;
- 22% of the emoluments of members of the staff of grades A.1 and A.2, L.1 and L.2.

The said proportion shall be 50% in the case of unmarried members of the staff and married members of the staff with no dependants, 55% for members of the staff with one dependant, and 60% for those with two or more dependants, provided that, in no case, shall the amount of the allowance exceed:

WEU STAFF RULES

- 10% of the emoluments of the staff member concerned in the case of members of the staff in category C and in grades B.1 to B.4 inclusive;
- 5% of the emoluments of the staff member concerned in the case of members of the staff in grades B.5 and B.6, A.1 and A.2, L.1 and L.2.

For the purposes of the present article, emoluments shall be deemed to include the following:

- actual net basic salary, with the addition of any cost-of-living allowances and with the deduction of contributions to the Pension Scheme less WEU tax, social security and supplementary insurance;

and where appropriate:

- expatriation allowance;
- household allowance;
- language allowance.

Rent = the actual rent paid by the occupant of the accommodation, exclusive of all charges such as heating, lighting, water, gas, electricity, service, maintenance. etc. When these charges are included in the actual amount paid, an appropriate amount shall be deducted from the gross rent.

d) All members of the staff in receipt of a rent allowance shall inform the Personnel Officer in writing immediately of any change in their circumstances which affects their eligibility for the allowance.

Article 17 – Installation allowance

a) An installation allowance at the rates of:

- 30 days' basic salary for a member of the staff not entitled to a household allowance;
- 45 days' basic salary for a member of the staff who is entitled to a household allowance but has not more than one dependent child;
- 60 days' basic salary for a member of the staff entitled to household allowance and having at least two dependent children.

shall be payable to a member of the staff:

1. whose place of residence was more than 100 kilometres or 60 miles from his duty station at the time when he accepted employment with WEU;
2. on transfer from a duty station in one country to a duty station in another, provided such transfer is of indefinite duration exceeding two months.

b) Subject to the provisions of a) above, an installation allowance shall be paid in advance:

1. for the member of the staff concerned from the day he takes up his post in WEU or on transfer from a duty station in one country to another;
2. for his dependants provided that they have arrived at the duty station and the member of the staff concerned has completed satisfactorily the probationary period laid down in his contract.

c) Members of the staff shall be required to reimburse half of the installation allowance if they leave their appointments of their own accord before two years have expired.

- c) The Secretary-General may authorise an exception to the provisions governing reimbursement where strict application might cause special hardship.

Article 18 – Special allowances

a) Language allowance

A language allowance may be granted by the Secretary-General, whenever he deems this to be in the interests of the Organisation, to B.1 and B.2 staff who show they have an adequate knowledge of both official languages, at the rates set out in Annex I.

A language allowance may also be granted to certain staff in grades C.1 to C.4 who are in frequent contact with persons using only one of the official languages of the Organisation and whose job description provides for the use of two such languages; the granting of a language allowance will be subject to the C grade officials passing a special language test. The rate of this allowance will be that given in Annex I.

b) Extra duties allowance

An extra duties allowance may be granted by the Secretary-General to members of staff who are required, in the interests of the Organisation, to assume temporarily the full responsibilities of a member of the staff of a higher grade. The allowance shall be calculated on the basis of the remuneration of two additional steps in the grade of the staff member in question and shall only take effect after two months' continuous service in a higher grade post.

c) Education Allowance

An education allowance may be granted to eligible staff in accordance with the conditions set out in Annex V.

Article 19 – Transfers

- a) Where the authorities of the host country do not permit members of the staff to transfer their monthly emoluments (after deduction of tax under the WEU Taxation Regulations) or separation benefits into the currency of their home country or, on good grounds, the currency of the country where they resided up to the date of taking up their appointment, the following conditions will apply:

1. Members of the staff in receipt of expatriation allowance may transfer 50% of their total emoluments (after deduction of tax under the WEU Taxation Regulations) into the currency of their home country. On good grounds, the transfer may be made into the currency of the country where they normally resided up till the date of taking up their appointment.

Exceptionally, and if fully justified by circumstances, the Secretary-General may authorise the transfer of more than 50% of these emoluments.

2. Compensations granted according to Article 11 as well as the last monthly emoluments of a staff member who ceases to be employed by WEU are transferable in full (after deduction of tax under the WEU Taxation Regulations).
3. Applications for the transfers covered by subparagraph 1. must be made before the end of the month following the one in respect of which the emoluments were due.

Applications for the transfers covered by subparagraph 2. must be made before the end of the month following the month of settlement of the amounts outstanding.

After the expiration of these time limits, entitlement to transfers is forfeited.

4. Transfers are effected at the rate of exchange ruling at the date of transfer.
 5. Any bank charges arising from action taken under the preceding subparagraphs shall be met by the beneficiaries concerned.
- b) Any misuse of these regulations will be followed by disciplinary action without prejudice to any legal action which may be taken under current legislation on foreign currencies.

Article 20 – Salary advances and loans

a) In special circumstances, the Secretary-General or, where appropriate, the Head of a subsidiary body, may authorise prepayments in respect of a current month's emoluments provided, in principle, that the request is made before the 10th of the month. Such prepayments shall be deducted from the emoluments payable for that month.

b) In special circumstances the Secretary-General or, where appropriate, the Head of a subsidiary body, may authorise advances up to one month's emoluments per calendar year. Such advances shall be repaid by deduction from emoluments not later than three months following the month in which the advance was made.

c) In exceptional circumstances, for duly justified personal financial emergency, in consequence of an accident or a serious or prolonged illness, or as the result of family difficulties, the Secretary-General or where appropriate, the Head of a subsidiary body, subject to satisfactory security being furnished, may authorise non-interest-bearing loans up to an amount not exceeding three months' emoluments every twelve months. Such loans shall be repaid by deduction from emoluments not later than ten months following the month in which the loan was made.

A staff member may be granted a non-interest-bearing loan to cover the cost of an annual season ticket on public transport for travel between home and the office.

- d) An advance under b) above and a loan under c) above shall not be made concurrently.
- e) If a staff member's contract is terminated before an advance or loan has been repaid in full, the outstanding balance shall fall due immediately and shall in the first instance be deducted from the emoluments remaining to be paid by WEU.

CHAPTER IV – TRAVEL COSTS, SUBSISTENCE ALLOWANCE AND REMOVAL EXPENSES

Article 21 – Expenses of candidates

- a) Candidates for a vacant post in WEU, officially invited to an interview after examination of their qualifications, shall be entitled to reimbursement of the expenses actually incurred for the return journey from and to their place of residence provided that the single distance is more than 100 kilometres or 60 miles.
- b) If travel time and the time required for the interview are in excess of 24 hours, candidates shall also be entitled to subsistence allowance under the conditions laid down in Article 25.
- c) Candidates shall be reimbursed under a) and b) above at the rate applicable to the post for which they are being considered.

Article 22 – Travel expenses of members of the staff and their families between their place of residence and duty station

- a) Members of the staff whose place of residence is more than 100 kilometres or 60 miles from their duty station shall be entitled, within the terms of Article 24, to the reimbursement of travel expenses actually incurred:
1. when taking up duty, for the journey from their place of residence to the duty station;
 2. on transfer from a duty station in one country to a duty station in another;
 3. when taking home leave under Article 38, for the return journey between the duty station and their home;
 4. on leaving the service of WEU, either:
 - A. for the journey from the duty station to what was their permanent place of residence at the time of taking up duty; or
 - B. for the journey from the duty station to a place of residence other than that specified in A. above, provided that the expenses reimbursed in this case shall not exceed those which would have been reimbursed under A. above.
- b) The reimbursement of the travel expenses mentioned in the present article will be refused in whole or in part in the following cases:
1. if all or part of the expenses in question are borne by a government or any other authority;
 2. on leaving the service of WEU (para. a) 4. above) if either the journey has not been made or the request for reimbursement has not been presented within six months from the date of leaving the service;
 3. On leaving the service of WEU (para. a) 4. above) if the person concerned has resigned before having completed twelve months' service with WEU.
- c) Members of the staff who are entitled to household allowance shall, provided that the probationary period has been satisfactorily completed, be entitled:
1. in accordance with a) 1. of this article, to the reimbursement of the travel expenses actually incurred by their spouse and dependent children, on joining the member of the staff at the duty station;

2. in accordance with a) 2. of this article, provided that the period of transfer is of indefinite duration exceeding two months, to the reimbursement of the travel expenses actually incurred by their spouse and dependent children from one duty station to the other;
 3. in accordance with a) 3. of this article, to the reimbursement of the travel expenses actually incurred by their spouse and dependent children for the return journey between their duty station and their home;
 4. in accordance with a) 4. of this article to reimbursement of the travel expenses actually incurred in respect of their spouse and dependent children on leaving the service of WEU provided, however, that reimbursement is refused if the member of the staff resigns before completing twelve months' service with WEU.
- d) Spouses and dependent children for the purposes of c) 1., 2., 3., and 4. above, shall be assimilated to the grade of the member of the staff concerned.
- e) The Secretary-General may, under exceptional circumstances, authorise the payment of travel expenses for dependants of staff members who have received a dependants' allowance.

Article 23 – Removal expenses

- a) Members of the staff whose place of residence is more than 100 kilometres or 60 miles from their duty station shall be entitled to the reimbursement of expenses actually incurred for the removal of personal effects on the following occasions:
1. after having taken up duty with WEU, provided that the probationary period has been satisfactorily completed;
 2. on transfer of indefinite duration exceeding two months from a duty station in one country to a duty station in another country;
 3. when leaving the service of WEU provided, however, that reimbursement may be refused if the member of the staff resigns before completing twelve months' service with WEU.
- b) Reimbursement of expenses incurred for removal of personal effects, including packing, will be made up to the following limits:

<u>Grade</u>	<u>Members of the staff entitled to household allowance</u>	<u>Others</u>
Hors grade	7,000 kg	5,000 kg
A and L	6,000 kg	4,000 kg
B	3,000 kg	2,000 kg

plus 600 kg per child residing with the member of the staff entitled to household allowance.

If removal expenses are calculated by volume, 1 m³ shall be taken to represent 150 kg.

- c) Members of the staff are required for the purposes of this article to submit to the appropriate Administrative Officer, for prior approval, at least two estimates from different firms relating to their removal expenses, together with an inventory of the household effects involved. Reimbursement will be met only within the approved estimate.
- d) In principle, WEU will pay only for two consignments of household effects to each duty station and only one on departure therefrom. In the latter case, the right to reimbursement shall lapse if not claimed within two years of leaving WEU.

e) Members of the staff shall not be entitled to the reimbursement provided for under this article if the expenses actually incurred by them are reimbursable by a government or any other authority.

Article 24 – Travel on duty

a) Expenses in connection with travel on official duty shall be reimbursed in accordance with the provisions of the present article and those of Article 25. Subject to the provisions of this article, travel shall be performed by the most economic means available. Air travel may normally be used. The Secretary-General or Head of a subsidiary body may, however, authorise travel on official duty by means other than air, even though satisfactory facilities for air travel exist. When a doctor certifies that the traveller cannot travel by air for medical reasons, alternative means of travel will in any case be authorised, and the provisions of e) below will not apply.

b) For the purpose of determining the class of travel by which the journey may be authorised, whether by air, rail or sea, staff are divided into two categories:

1. grades A and L will be entitled to first-class travel, though not normally to “luxury” travel;
2. grades B and C will be entitled to second-class travel.

c) Except by special decision of the Secretary-General or Head of a subsidiary body, air passages do not give the right to the use of a sleeping berth. For journeys by rail involving night travel of a minimum duration of six hours, staff members of grades A and L may use a sleeping compartment; staff members of grades B and C have the right to a sleeping berth.

d) The Secretary-General or Head of a subsidiary body may authorise members of the staff of lower grades to travel with members of the staff of higher grades, with reimbursement of travelling costs at the higher rate, when this will facilitate the transaction of official business.

e) If a member of the staff travelling on official duty chooses, and is authorised, to travel by means other than the most economic available, the following rules shall apply:

1. he shall be entitled only to reimbursement of the cost of the journey by the most economic means of transport;
2. he shall be entitled to subsistence allowance (see Article 25) only for the length of time he would have taken had his journey been made by the most economic means available;
3. working time taken by him in consequence of such travel in excess of the time which would have been taken had he travelled by the most economic means available will count against his annual leave.

f) Use of private cars

1. (a) Officials may be authorised to travel by private car in the interest of the Organisation. In such cases they shall be entitled to an allowance per kilometre calculated on the basis of the quickest usual route.
- (b) The allowance shall be calculated on the basis of the rate applying in the country of the authorising Organisation, irrespective of the country or countries where the travel takes place; the rates in use shall be promulgated per Administrative Memorandum.

If the official concerned has been authorised to carry passengers, he shall be paid an additional allowance per kilometre equal to:

1. for the first passenger, 10% of the rate for the kilometric allowance;

2. for each additional passenger, 8% of the rate for the kilometric allowance.

- (c) If the route followed involves special charges (such as tolls, transport of the car by a car ferry), such charges shall be reimbursed on application supported by vouchers.

The cost of car transport by air ferry will not be reimbursed however.

- (d) Officials using their own cars must show beforehand that they hold an insurance policy covering third party risks and risks to passengers in particular.

In the event of an accident, the Organisation will not refund the costs of any damage to property.

2. (a) Officials travelling in private cars for their personal convenience with the Organisation's permission shall be entitled to the kilometric allowance set out in subparagraph f) 1. above. The total payment to them shall in no case, however, exceed the cost which would otherwise have been incurred by the Organisation.
- (b) Officials shall not be entitled to subsistence allowances for any period in excess of the length of the journey corresponding to the use of the mode of transport on which the refund of travel expenses is based as set out under (a) above.
- (c) Any additional time taken to complete the journey will be deducted from the official's annual leave.

Article 25 – Subsistence allowance when travelling on official business

- a) Members of the staff travelling on official duty shall be entitled to subsistence allowance at the rates set out in Annex II.

- b) The Secretary-General may authorise:

1. special rates for countries subject to unusual cost factors; such special rates shall be payable only in countries not included in Annex II of the Staff Rules;
2. the payment of subsistence allowance at a higher rate than that to which members of the staff are entitled, under a) above, when this will facilitate the transaction of official business.

- c) Subsistence allowance shall be calculated as follows:

1. officials travelling on duty shall be entitled to one day's subsistence allowance for each complete 24-hour period of duty;
2. no subsistence allowance shall be payable for periods of less than 4 hours;
3. where the period of duty is 4 hours or more but less than 8 hours, the official shall be entitled to one-quarter of the daily allowance. The official shall likewise be entitled to one-quarter of the daily allowance in respect of any period of 4 hours or more but less than 8 hours in excess of any complete period of 24 hours;
4. where the period of duty is 8 hours or more without hotel accommodation, the official shall be entitled to one-half of the daily allowance. The official shall likewise be entitled to one-half of the daily allowance in respect of any period of 8 hours or more but less than 24 hours in excess of any complete period of 24 hours;

5. where the period of duty is 8 hours or more, but less than 24 hours, with hotel accommodation, the official may be paid the full daily allowance;
6. a notional period shall be added to the actual journey time for the purpose of calculating subsistence allowance to allow for travelling time to the main station, air or sea port outward and from the main station, etc. to the official's home or the Organisation inward.

These notional periods shall be as follows:

- by train - 2 hours (one hour out and one hour in);
- by air - 3 hours (1 ½ hours out and 1 ½ hours in);
- by sea - 2 hours (one hour out and one hour in).

d) Where the Organisation pays fares for duty travel and those fares include provision for meals or overnight accommodation, the daily subsistence allowance should be abated by 15% for each main meal and by 50% for overnight accommodation provided in the fare.

e) The allowance will be reduced by three-tenths if a member of the staff travels by night ferry, or in a sleeping berth or compartment, by rail or air, for the period covered by the travel.

f) The allowance will be reduced by three-tenths if a member of the staff travels on official duty to the town of his official home when his family is still in residence there.

g) Unless the Secretary-General or Head of a subsidiary body rules otherwise, the allowance will be reduced by one-quarter for any period in excess of a stay of 30 continuous days in any one locality. For the purpose of this ruling a stay shall be considered broken only:

1. if interrupted for more than seven consecutive days and
2. provided the member of the staff concerned could not know in advance that he would necessarily have to return to the same locality.

h) Subsistence allowance will be paid in the case of sick leave taken during absence from the duty station on official duty.

i) The allowance shall be deemed to cover all the expenses liable to be incurred by a member of the staff travelling on duty, except expenses of the nature mentioned hereunder for which additional reimbursement may be claimed (subject, wherever possible, to the production of vouchers):

1. visa fees and similar charges arising directly from travel on official duty;
2. excess luggage charges: the reimbursement of excess luggage charges when travelling by air shall, however, be admissible only if the luggage concerned has been carried for official purposes or with the specific authorisation of the Secretary-General or the Head of a subsidiary body;
3. postal, telegraphic and long-distance telephone expenses incurred for official purposes;
4. hospitality expenses incurred in conformity with instructions issued from time to time by the Secretary-General;
5. taxi fares will only be reimbursed if evidence to the satisfaction of the appropriate Administrative Officer is provided, showing that the charges were necessarily incurred;
6. if under certain circumstances the expenditure for accommodation exceeds 60% of the daily subsistence allowance, the Organisation may reimburse the excess amount partially or totally on presentation of vouchers and sufficient proof that additional

expenditure was unavoidable. This reimbursement should normally not exceed 30% of the daily subsistence allowance.

CHAPTER V – PROVIDENT FUND

Articles 26 to 33 void (deleted)

CHAPTER VI – HOURS OF WORK, OFFICIAL HOLIDAYS AND OVERTIME

Article 34 – Hours of work

- a) The normal weekly working hours for members of the staff shall be prescribed by the Secretary-General or, where appropriate, the Head of a WEU subsidiary body.
- b) If the exigencies of work make it necessary, the Secretary-General or, where appropriate, the Head of a subsidiary body, may, as a temporary measure, require overtime and/or the use of a shift system, which may involve night work and/or work on Sundays, public holidays and other non-working days.
- c) Provisions relating to hours worked in excess of normal working hours are laid down in Article 36.

Article 35 – Official holidays

- a) Public holidays of the host country to be observed will be prescribed by the Secretary-General or, where appropriate, the Head of a WEU subsidiary body. If, however, service requirements make it necessary for members of the staff to work on a prescribed public holiday, they will be granted a day's holiday in compensation on a date to be determined by the Secretary-General or, where appropriate, the Head of the WEU subsidiary body.
- b) When a holiday falls on a Saturday or Sunday, the Secretary-General or, where appropriate, the Head of a WEU subsidiary body, may designate another day in lieu.

Article 36 – Overtime

I GRADES B AND C

A. Overtime

Overtime worked in excess of the normal working week as defined in Article 34 shall entitle the staff member concerned to corresponding compensatory leave or overtime pay.

However hours worked in excess shall only be considered as overtime when prior authorisation has been given by the responsible head of division/section of the Secretariat-General or subsidiary body.

As little overtime as possible shall be worked. No member of the staff shall be required under any circumstances to work more than 15 hours overtime in any one week, or more than 30 hours in any one month.

Overtime shall entitle the member of the staff concerned:

- (i) to corresponding compensatory leave; or
- (ii) to the extent that compensatory leave cannot be granted owing to the exigencies of the service, to the payment of overtime at the rate of 133% of the hourly rate of the basic salary.

Payment for overtime shall be limited to 30 hours per month.

B. Night work

Hours worked between 10 p.m. and 7 a.m. shall be paid as night work; however, if these hours are an uninterrupted extension of the normal working day they shall be

considered as night work only insofar as they overlap by at least 1 ½ hours on the night work period.

Hours of night work not exceeding those specified in Article 34 a) shall entitle the member of the staff concerned to additional pay equal to 50% of the hourly rate of the basic salary.

Overtime worked at night shall be paid at the rate of 150% of the compensation for overtime worked by day.

C. Work on Sundays, public holidays and other non-working days

For the purpose of calculating the number of hours worked in any one week, the week shall be considered as starting on a Sunday. Overtime worked on Sundays, public holidays and other non-working days shall be paid at the same rate as overtime worked (by day or by night, as appropriate) during the normal working week.

D. Shifts

In the case of shift work as defined under Article 34 b) the staff member concerned shall not be entitled to compensatory pay or leave as set out above, unless the hours are worked at night or in excess of the hours of the normal working week as specified in Article 34 a).

The provisions of Article 36 I.B. are not applicable to staff performing shift work.

However, members of the staff in categories B and C performing shift work are entitled to an additional payment equal to:

- (i) 25% of hourly basic salary for shift work performed between 7 a.m. and 10 p.m. on Saturdays, Sundays and prescribed public holidays.
- (ii) 33% of hourly basic salary for shift work performed between the hours of 10 p.m. and 7 a.m.

II GRADES A AND L

Grades A and L are not entitled, as a general rule, to compensatory pay or leave for overtime or night work.

However, if such grades are repeatedly called upon to work substantially longer hours than the normal working week, the Secretary-General or, where appropriate, the Head of a subsidiary body may grant them compensatory leave within the following month, corresponding to not more than the number of overtime hours worked.

Article 36A – Part-time

The Head of a WEU body may, if the requirements of the department permit and under the conditions set out in Annex VIII to the WEU Staff Rules, authorise a member of staff to work part-time (at least half-time). He/she may also grant contracts to work part-time (at least half-time).

CHAPTER VII – LEAVE

Article 37 – Annual leave

- a) Members of the staff shall be entitled to paid annual leave at the rate of 2 ½ working days for each month of service completed. Despite the provisions of the foregoing no employee will be entitled to take more than five consecutive weeks of annual leave in any calendar year.
- b) Members of the staff shall submit their applications for annual leave to the head of their division/section. Applications, if endorsed by the latter, shall be forwarded to the appropriate Administrative Officer for final approval.
- c) Annual leave may be granted in advance to the extent of half of the year's entitlement during the first six months of the calendar year, and to the full extent of the leave due during the second six months. This provision shall not apply to members of the staff during the probationary period referred to in Article 11.
- d) Members of the staff will be entitled to their annual leave only during the calendar year in which it accrues. However, if a head of a division/section certifies that it was impossible, owing to exigencies of work, for a member of his staff to take all his annual leave during the calendar year, the balance due to him may be taken before the third Monday after Easter of the following year.
- e) If the head of a division/section certifies that it was impossible, owing to exigencies of work, for a member of his staff to take all his annual leave even after taking into account the extended period referred to in d) above, unexpended leave may be carried forward as a credit for payment when the member of the staff leaves the service of WEU. For each day of leave so accumulated, the member of the staff shall be entitled to payment of one-thirtieth of his monthly emoluments he is receiving on the date of his separation from WEU. In no case can such leave be accumulated in excess of one month's emoluments.
- f) Over and above the right to accumulate annual leave under the conditions defined in e) above, a member of the staff who has not taken all the annual leave due to him in respect of the year in which he leaves the service of WEU shall be entitled to a corresponding payment of one-thirtieth of the monthly emoluments he is receiving at that date for each day of leave accumulated.
- g) If a member of the staff takes annual leave in advance and, when he leaves the service of WEU, the leave he has taken is in excess of the leave due to him, a corresponding charge will be made against the emoluments due to him on separation.
- h) Annual leave does not accrue to members of the staff while on sick leave in excess of three consecutive months, maternity leave, leave without pay or unauthorised absence.
- i) Members of the staff recalled for military service with the reserve shall be entitled to special leave with pay if the period does not exceed two weeks in a year, or four weeks in two years. Any extension beyond the periods specified above will count as annual leave.
- j) The same rule shall apply to members of the staff undertaking such a period of instruction voluntarily; however, the time during which they are entitled to pay shall in no case exceed the length of their annual leave increased by the two weeks or four weeks referred to under i).

Article 38 – Home leave

a) All members of the staff who are entitled to expatriation allowance shall be entitled to home leave every two years, with the exception of members of the staff who, at the time of their recruitment, were nationals of the country in which they are serving and of no other country.

1. The period of home leave shall be eight working days and travel time by the most rapid means of public transport.
2. Home leave may be taken six months in advance of the date on which it falls due. It must be taken not later than six months after the date on which the member of the staff became entitled to it; if not, the home leave for the two-yearly period in question will be forfeited. The date on which home leave is actually taken in any two-yearly period will not affect the date on which a member of the staff is entitled to home leave in subsequent two-yearly periods.
3. Where husband and wife are both employed by the Organisation or by one of the other Coordinated Organisations and both are entitled to home leave, such leave shall be granted as follows:
 - a) if both have their home in the same country, they shall each be entitled to home leave every two years in that country;
 - b) if their homes are in two different countries, they shall each be entitled to leave at their respective homes every two years;
 - c) the dependent children of the husband and wife and, where appropriate, the person accompanying those children, shall only be entitled to home leave once every two years; when the husband and wife have their homes in two different countries, this leave may be taken in either country.

b) Travel expenses, as laid down by Article 24, but not subsistence allowance for travel time, to and from the official home of a staff member taking home leave, will be paid for the staff member, the spouse of a staff member entitled to household allowance and for dependent children.

c) No additional emoluments will be paid in the event of home leave not being taken.

d) Home leave shall only be granted provided that:

1. the member of the staff concerned agrees in writing to take such leave in the country of his official home;
2. the member of the staff concerned agrees in writing to remain in the service of WEU for six months after the date on which he became entitled to home leave (irrespective of the date on which he took it);
3. the head of his division/section certifies to the probability of his service being required during the period referred to in 2. above.

Failure to observe 1. above will result in the member of the staff becoming liable to WEU for the whole of the costs incurred in respect of his home leave, and may lead to a reduction of residual annual leave equal to the number of days of home leave that were granted. The Secretary-General or Head of a subsidiary body may, on the other hand, waive the provisions of 2. and 3. above if he considers that strict enforcement might lead to injustice or hardship.

Article 39 – Absence for health reasons and sick leave

- a) Members of the staff, if absent owing to sickness or accident for more than three consecutive days, shall be required to produce a medical certificate within three days of ceasing work.
- b) Absences occasioned by sickness or accident which last not more than three days and for which no medical certificate is required may, if they exceed nine working days in any one calendar year, entail a corresponding reduction of the annual leave due to the member of the staff concerned or a corresponding reduction in his emoluments if he has already taken his annual leave in full.
- c) Members of the staff absent owing to sickness or accident shall be entitled, on production of a medical certificate, to sick leave with full pay and allowances for a maximum period of thirteen consecutive weeks. They shall reimburse to WEU that part of the sickness benefit to which they are entitled, for the same period, under the French Social Insurance.
- d) Continuous absence due to sickness or accident, extending over more than thirteen consecutive weeks, may be regarded by the Secretary-General or the Head of a subsidiary body as grounds for termination of contract.
- e) Frequent recurrence of short periods of illness may be regarded by the Secretary-General or the Head of a subsidiary body as grounds for termination of contract. In such cases, the Secretary-General or the Head of a subsidiary body may also require the member of the staff concerned to undergo a further medical examination.

Article 40 – Infectious diseases, vaccination and accidents

- a) Any member of the staff contracting an infectious disease must absent himself from duty and report the circumstances immediately to the appropriate Administrative Officer. If an infectious disease is reported among the family or intimate friends of a member of the staff, the latter must immediately inform the appropriate Administrative Officer and conform to such health precautions as may be prescribed by that Officer. Full emoluments are payable to a member of the staff on enforced absence because of contact with an infectious disease; such absence will not count against sick or annual leave.
- b) Members of the staff shall submit to any such vaccinations or inoculations as may be required.
- c) All accidents to a member of the staff, whether incurred at work or outside the office, however trifling they may appear at the time, must be reported immediately by the member of the staff to the appropriate Administrative Officer and the names and addresses of any witnesses furnished.

Article 41 – Special leave and maternity leave

- a) Special leave with full or part pay, not exceeding eight working days per year, or without pay, may be granted by the Secretary-General or the Head of a subsidiary body for exceptional or urgent private reasons.
- b) Special leave of six days with full pay shall be granted on the occasion of the marriage of a member of the staff.
- c) Maternity leave on full pay and not to be charged against sick or annual leave, shall be granted to members of the staff on production of an appropriate medical certificate. Maternity leave shall be for sixteen weeks, beginning six weeks before the expected date of birth ; if the birth occurs after the expected date, the leave will be prolonged until the expiry of ten weeks following the birth.

WEU STAFF RULES

The staff members concerned shall reimburse to WEU that part of the maternity allowance to which they are entitled, for the same period, under the French Social Insurance.

d) Unpaid leave taken by a member of the staff will affect correspondingly the date on which he may become entitled to his next annual increment and home leave due to him.

CHAPTER VIII – REPORTS AND PROMOTION

Article 42 – Reports on members of the staff

- a) Confidential reports on members of the staff shall be rendered by heads of divisions/sections to the appropriate Administrative Officer:
1. before the completion of their probationary period;
 2. one month before the expiration of their initial one-year contract, and thereafter annually.
- b) Reports shall show the proficiency of the member of the staff in question and shall include, when appropriate, proposals for advancement, transfer, or termination of contract.
- c) Reports will not be shown to the member of the staff concerned, but heads of divisions/sections shall convey orally to him the substance of any adverse report, and shall inform the appropriate Administrative Officer in writing that this has been done. A member of the staff on whom an adverse report has been made shall sign a certificate to the effect that he has been orally notified of such a report.

Article 43 - Promotion

- a) Heads of divisions/sections shall, in consultation with the appropriate Administrative Officer, review the qualifications of serving members of the staff of WEU in relation to vacant posts in the establishment before initiating recruitment outside the staff applicants.
- b) In selecting members of the staff to fill vacant posts, account will be taken primarily of merit and suitability for the post in question rather than of length of service.
- c) Promotion to a higher grade will entail three months' probationary period relating only to the ability of the member of the staff to carry out the duties required in the grade to which he has been promoted.

CHAPTER IX – DISCIPLINARY MEASURES

Article 44

a) Any failure by a staff member or former staff member to comply with his obligations under the Staff Rules, whether intentional or through negligence on his part, shall make him liable to disciplinary action.

Each disciplinary action taken shall, together with the reasons, be recorded in the staff member's file.

b) Disciplinary measures include:

1. oral warning;
2. written censure;
3. withholding of an annual salary increment;
4. temporary suspension from duties entailing the withholding of emoluments in whole or in part;
5. dismissal, accompanied, in duly justified circumstances, by reduction or suspension of benefits under the pension scheme, or by forfeiture of part or all of the contractual period of notice or the loss of job indemnity.

c) Heads of subsidiary bodies or heads of divisions/sections may take disciplinary action under b) 1. and 2. above. At their proposal and subject to Articles 45 to 48, action under b) 3., 4. and 5. above may be taken by the Secretary-General.

If a charge of serious misconduct is made against a member of the staff, and the Secretary-General or Head of a subsidiary body considers that the charges is *prima facie* well founded and that the member of the staff's continuance in office pending an investigation would prejudice WEU, the member of the staff concerned may be immediately suspended from his functions pending investigation, with or without pay at the discretion of the Secretary-General.

Article 44(b)

Members of the staff may be required to reimburse, either in part or in full, any loss sustained by the Organisation through their gross negligence or wilful act. Once the staff member has left the Organisation, this compensation may be obtained by withholding a percentage of the benefits due under the pension scheme, up to a maximum of 70%.

Article 45 – Notification of complaints

When a proposal is made that a disciplinary measure under Article 44 b) 2., 3., 4., 5. and 6. be taken against any member of the staff, he shall be notified immediately in writing. Such notification shall be accompanied by the documents relating to the ground of the complaint against him together with all reports submitted on him.

Article 46 – Disciplinary Board

Within five working days of his being notified as provided under Article 45, the member of the staff concerned may make a request in writing that his case be examined by a Disciplinary Board, which shall be convened by the Secretary-General within three days, to meet some time not earlier than the third and not later than the sixth day following the request.

Article 47 – Composition of the Disciplinary Board

- a) The Disciplinary Board shall consist of:
 - 1. a head of division/section, other than the Administrative Officer or the head of division/section to whom the member of the staff concerned is responsible, to be nominated by the Secretary-General, as Chairman;
 - 2. a member of the staff nominated by the Secretary-General;
 - 3. a member of the staff of the same grade as the interested party who shall be nominated by the Staff Committee.
- b) The following shall attend in an advisory capacity:
 - 1. the Legal Adviser of WEU, or a deputy, who shall keep the minutes;
 - 2. the Chairman of the Staff Committee, or his deputy.

Article 48 – Procedure of the Disciplinary Board

- a) The Disciplinary Board shall take note of all the documents relevant to the consideration of the case. It shall, if he so requests, hear the interested party. The interested party may have the assistance of, or be represented by, a member of the staff. The Disciplinary Board shall also hear any person it deems advisable to summon.
- b) The Disciplinary Board shall act in private. Its members shall not divulge any information which may have come to their knowledge during the proceedings, or any particulars of the proceedings.
- c) The Disciplinary Board shall submit its proposals to the Secretary-General. If such proposals are not made unanimously, the individual opinions of its members must be recorded.

CHAPTER X - APPEALS BOARD

Article 49

An Appeals Board shall be set up.

Article 50 - Jurisdiction

The Appeals Board shall have authority to settle disputes arising out of violation of these Rules or of the Contracts provided for in Article 11. To this end, it shall have jurisdiction with regard to appeals brought by former members of the staff or by their heirs and assigns against either:

1. a decision of the then Secretary-General;
2. a decision of the Head of the WEU residual administrative tasks Unit of the EU Satellite Centre; or,
3. with respect to appeals brought by the Head of the WEU residual administrative tasks Unit of the EU Satellite Centre, in case she or he is a former staff member of the WEU, against a decision of the Board composed of representatives of the Ten Member States pursuant to Article 23a § 6 of the Council Joint Action 2001/555/CFSP as amended by Council Decision 2011/297/CFSP of 23 May 2011, hereafter "the Board composed of representatives of the Ten Member States".

Article 51 - Composition and status

- a) The Appeals Board shall be composed of a Chairman and two members. They may be replaced by deputies. The Chairman, the members and their deputies must have legal qualifications.
- b) The Chairman, his deputy, the members of the Appeals Board and their deputies shall be appointed for a period of five years by the Board composed of representatives of the Ten Member States from outside the former staff of WEU. If any of these is at any time unable to continue to serve, a new appointment shall be made for the unexpired term.
- c) No meeting of the Appeals Board is in order unless the three members referred to in this article, or their deputies, are present.
- d) The members of the Appeals Board shall be fully independent in the exercise of their duties.
- e) The emoluments of the Chairman, members and deputies shall be fixed by the Board composed of representatives of the Ten Member States.

Article 52 - Secretariat of the Appeals Board

- a) The Secretary of the Appeals Board shall be appointed by the Board composed of representatives of the Ten Member States and shall be a member of the staff of the WEU residual administrative tasks Unit of the EU Satellite Centre.
- b) In the exercise of his duties, the Secretary shall be subject only to the authority of the Appeals Board.

Article 53 - Rules

The Appeals Board shall establish its own Rules subject to the provisions of this chapter.

Article 54 - Appeals

- a) The Appeals Board shall only admit appeals provided the claimant has written, as appropriate:
1. to the then Secretary-General;
 2. to the Head of the WEU residual administrative tasks Unit of the EU Satellite Centre; or
 3. as provided in Article 50, 3°, to the Board composed of representatives of the Ten Member States, within two months from the date of notification of the decision complained of, requesting that such decision be withdrawn or modified, and provided the then Secretary-General, or the Head of the WEU residual administrative tasks Unit of the EU Satellite Centre or the Board composed of representatives of the Ten Member States, has either rejected the request or failed to reply to the claimant within twenty days.
- b) Appeals may be lodged with the Secretariat of the Appeals Board within four months from the date of notification of the decision complained of. Nevertheless, the Appeals Board may, in exceptional cases, admit appeals lodged within one year of the date of notification of the decision complained of.
- c) Appeals must be in writing. They must state all grounds of appeal put forward by the claimant and documentary evidence in support must be produced at the same time.
- d) Appeals shall not stay the execution of the decisions complained of.

Article 55 - Preliminary procedure

- a) Appeals shall be transmitted immediately to the Head of the WEU residual administrative tasks Unit of the EU Satellite Centre and to the Board composed of representatives of the Ten Member States. The Head of the WEU residual administrative tasks Unit of the EU Satellite Centre must make his comments thereon in writing, and the Board composed of representatives of the Ten Member States may do so also. A copy of these comments shall, within one month from the date of lodging the appeal, be communicated by the Secretary of the Appeals Board to the claimant who, within twenty days, may make a reply in writing, a copy of which shall be sent immediately to the Head of the WEU residual administrative tasks Unit of the EU Satellite Centre and to the Board composed of representatives of the Ten Member States, by the Secretary of the Appeals Board.
- b) Appeals, together with the memoranda and the documentary evidence in support, the comments of the Head of the WEU residual administrative tasks Unit of the EU Satellite Centre and if provided those of the Board composed of representatives of the Ten Member States and also the claimant's reply, if any, shall be communicated to the members of the Appeals Board by its Secretariat and to the Board composed of representatives of the Ten Member States. This shall be done within three months of the lodging of the appeal and at least fifteen days before the date of the meeting at which they are to be considered.

Article 56 - Convening of the Appeals Board

- a) The Appeals Board shall be convened by its Chairman.
- b) The Appeals Board shall, in principle, consider appeals submitted to it within four months from the date of lodging.

In fixing the date of meetings of the Appeals Board, the Chairman may, however, depart from this principle in order that several appeals may be considered at the same session; provided that not more than six months shall elapse between the date of lodging and consideration by the Appeals Board.

Article 57 - Meetings of the Appeals Board

a) The meetings of the Appeals Board shall be held in public. The Appeals Board shall deliberate in secret.

b) The Head of the WEU residual administrative tasks Unit of the EU Satellite Centre and the claimant shall attend the proceedings and may make oral statements in support of the grounds adduced in their memoranda. They may be aided or represented. A representative of the Board composed of representatives of the Ten Member States may attend the proceedings, make oral statements and be aided or represented.

c) The Appeals Board may require the production of any document which it deems useful for the consideration of the appeal before it. Documents so produced must also be communicated to the Head of the WEU residual administrative tasks Unit of the EU Satellite Centre, the Board composed of representatives of the Ten Member States and to the claimant.

The Appeals Board shall hear the parties and such witnesses as it deems may usefully depose in the proceedings.

d) Persons attending a meeting of the Appeals Board shall in no case divulge any facts coming to their notice or any opinions expressed during the proceedings.

Article 58 - Replacement of the Head of the WEU residual administrative tasks Unit

Should the Head of the WEU residual administrative tasks Unit of the EU Satellite Centre be prevented from assuming his/her responsibilities under the present chapter for any reason, including a conflict of interest as identified by the Board composed of representatives of the Ten Member States, he/she will be replaced, for the purpose of the execution of the present rules, by a representative appointed by the Board composed of representatives of the 10 Member States.

Article 59 - Stay of execution

Under exceptional circumstances, the Appeals Board may make an interim order staying the execution of the measure complained of, pending a final decision in accordance with Article 60.

Article 60 - Decisions of the Appeals Board

a) The Appeals Board may annul the decisions complained of.

It may also order the Ten States Parties to the modified Brussels Treaty/former WEU to redress the damage caused by the decision complained of.

It may, in addition, decide that the Ten States Parties to the modified Brussels Treaty/former WEU shall reimburse, within limits to be fixed by the Appeals Board, justified expenses incurred by the claimant as well as expenses relating to transport and subsistence incurred by witnesses who have been heard. These expenses shall be calculated on the basis of the provisions of Article 25 of the present rules.

b) Decisions shall be taken by majority vote. They must be rendered in writing and pronounced in public and must state the grounds on which they are based. There shall be no appeal from them.

The Appeals Board may, however, be requested to rectify a clerical or accidental mistake in a decision rendered. Requests for rectification must be submitted within six months of the date when the mistake was noted and not later than one year from the date of the Appeals Board's decision.

Article 61 - Entry into force and transitional measures

The present amendments to Chapter X of the Staff Rules shall enter into force five working days after their notification to the former staff of WEU.

They shall be of immediate application.

If a deadline foreseen in the Staff Rules, as applicable before the present amendments, expires after 30 June 2011, such a deadline shall be prolonged for a number of days equal to that between 30 June 2011 and the entry into force of the present amendments.

CHAPTER XI – STAFF ASSOCIATION

Article 62

- a) There shall be a Staff Association consisting of all members of the staff which shall, under a procedure approved by the Secretary-General, elect annually a Staff Committee to serve as executive agent of the Association.
- b) The Staff Committee shall:
1. protect the professional interests of the members of the staff;
 2. make proposals to further the well-being of members of the staff;
 3. promote social, cultural and athletic activities among members of the staff;
 4. represent the personnel of WEU in relations with staff associations of other international organisations.

CHAPTER XII – SEPARATION

Article 63

- a) Separation from WEU may take one of the following forms:
1. resignation: a separation initiated by the member of the staff himself;
 2. termination of contract: a separation initiated by WEU, apart from dismissal for disciplinary reasons;
 3. dismissal: a disciplinary separation required by WEU because of serious misconduct.
- b) Members of the staff wishing to resign shall give advance notice of their intention in writing to the appropriate Administrative Officer through the head of their division/section, the length of the notice being determined according to Article 11. Failure to do so may result in the loss of entitlement to removal expenses and travel expenses.
- c) Contracts may be terminated by WEU in accordance with the terms laid down in Article 11.
- d) The Secretary-General may dismiss members of the staff for disciplinary reasons.

CHAPTER XIII – PENSION SCHEME

Article 64

A Pension scheme is instituted functioning according to the principles and rules as given in Annex VII – “Pension Scheme Rules”.

This Pension Scheme is an integral part of the Staff Rules.

RESOLUTION CONCERNING UNGRADED OFFICIALS OF WEU

adopted by the Council on 7th December 1971

(Document CR (71) 22)

The Council of Western European Union,

Considering the WEU Staff Rules and particularly Articles 1 d) and 12 a) of those Rules;

Considering the Resolution of the 5th December 1956 concerning ungraded officials of WEU,

Considering the Council's adoption, notified to the Secretary-General by the Chairman in office of the Council, of the Report, dated 15th July 1971, by the Group of Experts appointed to study all problems relating to the remuneration of the hors grade officials of WEU;

DECIDE:

Article 1:

Ungraded officials of WEU shall be appointed by the Council who will also exercise all the prerogatives deriving from their power of appointment.

Article 2:

The following provisions of the Staff Rules shall not apply to:

a) the Secretary-General

Chapter II (Recruitment and Contracts), with the exception of Article 10;

Chapter III (salaries & Allowances)

Article 12 b) 1.;

Such provisions of Article 12 g) as refer to contributions to the social security scheme of the host country;

Article 16;

Article 18 a) and b);

Chapter VI (hours of work, official holidays and overtime);

Chapter VIII (Reports and promotions);

Chapter IX (Disciplinary measures);

Chapter X (Appeals Board);

Chapter XI (Staff Association);

Chapter XII (Separation).

- b) the other ungraded officials of WEU

Chapter II (Recruitment & Contracts), with the exception of Article 10;

Chapter III (Salaries and Allowances)

Article 12 b) 1;

Such provisions of Article 12 g) as refer to contributions to the social security scheme of the host country;

Article 18 a) and b);

Chapter VI (Hours of work, official holidays and overtime)

Chapter VIII (Reports and Promotions);

Chapter IX (Disciplinary measures);

Chapter X (Appeals Board);

Chapter XI (Staff Association);

Chapter XIII (Separation).

Article 3:

The power to take decisions in matters concerning individuals vested in the Secretary-General by the Staff Rules shall be exercised by the Council where measures concerning the Secretary-General himself are concerned.

Article 4:

The resolution dated 5th December 1956 concerning ungraded officials of WEU is annulled and replaced by the present Resolution with effect from 1st January 1971.

TABLE 1

MONTHLY BASIC SALARY SCALES
FOR GRADES A AND L STAFF SERVING IN FRANCE

TABLE II

MONTHLY BASIC SALARY SCALES
FOR GRADES A AND L STAFF SERVING IN BELGIUM

The figures corresponding to the “Annual Adjustment of Remuneration of the Staff of the Co-ordinated Organisations at 1 January” will be communicated by Administrative Memorandum.

TABLE III**OTHER ELEMENTS OF REMUNERATION****A - Expatriation Allowance – Categories A, L, B****Staff recruited before 1 January 1996**

Officials not entitled to the household allowance.....16% of the basic salary

Officials entitled to the household allowance.....20% of the basic salary

Staff recruited as from 1 January 1996

Officials not entitled to the household allowance.....14% of the basic salary

Officials entitled to the household allowance.....18% of the basic salary

The allowance is calculated on the first step in grade of recruitment or promotion. In years eleven, twelve and thirteen, rates of 14 and 18% shall be reduced by one point per year respectively to 11 and 15%.

(1) The amount of expatriation allowance cannot be lower than the amount payable to officials in grade B3 step 1

(2) Greece and Turkey: Expatriated staff nationals of non-adjacent countries
 Turkey = 32% & 40%
 Greece = 24% & 30%

B - Household Allowance – Categories A, L, B

The household allowance amounts to.....6% of the basic salary

(1) The amount of household allowance cannot be lower than the amount payable to officials in grade B3 step 1

C - Language Allowance – Categories B, C

For grades B1 and B2 this allowance is fixed at the value of the increment per step for grade B2, and for grades C1 to C4 at the value of the increment per step for grade C3.

D - Children or other Dependants' Allowance and Addition for Expatriated Children

Country	Currency	(1)	(2)

(1) Irrespective of the grade of the official, the amount of this allowance is to be paid per month per child or other dependant.

(2) Officials entitled to expatriation allowance with dependent children who are not paid an education allowance are entitled to be paid in addition this monthly flat amount per child.

The figures corresponding to this allowance will be communicated by Administrative Memorandum.

ANNEX II

DAILY RATES OF SUBSISTENCE ALLOWANCE

The figures corresponding to the “Daily Rates of Subsistence Allowance of the staff of the Co-ordinated Organisations at 1 January” will be communicated by Administrative Memorandum

**SALARY SCALES AND DAILY SUBSISTENCE ALLOWANCE
FOR AUXILIARY/TEMPORARY STAFF**

As a result of the 34th report of the Co-ordinating Committee of Government Budget Experts, approved by the Council on 8 November 1965, the salaries of auxiliary/temporary staff will be fixed in direct relation to those of established staff, so that the normal rate of salary paid to auxiliary/temporary staff will be the salary of the first step in the corresponding staff grade.

However, in consideration of the fact that auxiliary/temporary staff salaries are subject to income tax and that it is sometimes necessary to recruit auxiliary/temporary staff who would not be fully qualified for a job in the established staff, the system of minimum and maximum rates will remain in force: these rates are fixed at respectively 5% below and 5% above the first step of the grade.

**RULES ON THE REMUNERATION ADJUSTMENT PROCEDURE
FOR STAFF OF THE CO-ORDINATED ORGANISATIONS
CCR/R(2016)7**

CHAPTER I: GENERAL PROVISIONS

Article 1: Duration of validity and subsequent amendments to the rules

1.1 These rules shall determine the remuneration adjustment procedure for the four-year period from 1 January 2017 to 31 December 2020 and shall govern any adjustment in remuneration recommended during that period. Should any amendments subsequently be made to these rules, no provision which ceases to apply shall give rise to vested rights.

1.2 Proposals to amend these rules as from 1 January 2021 shall be submitted for examination by the Co-ordinating Committee on Remuneration (CCR) before 1 March 2019. In the absence of any recommendation by the CCR, made by 30 June 2020 at the latest, either to prolong or amend these present rules with effect from 1 January 2021, the rules, as applicable in year 2020, shall be prolonged until 31 December 2021. Under such circumstances, in the absence of any recommendations by the CCR, made by 30 June 2021 at the latest, either to prolong or amend these rules with effect from 1 January 2022, the present rules, as applicable in year 2021 shall be prolonged until 31 December 2022.

1.3 In the event that no consensus has been reached by 31 March 2022, the CCR Chairperson shall submit his/her report to Governing bodies of the Co-ordinated Organisations (CO) on the different views expressed in the CCR, outlining as far as possible the broad lines of consensus, in accordance with Article 6 (c) of the Regulations concerning the Co-ordination system [154th CCR Report], by 30 April 2022 at the latest.

Article 2: Frequency of adjustments

2.1 Salary scales shall be adjusted annually at 1 January subject to the provisions in Article 6.

2.2 Special adjustments may be made in accordance with the provisions in Article 7.

Article 3: Procedure

3.1 Every year, the CCR shall examine the proposals for remuneration adjustment submitted by the Secretaries/Directors-General in accordance with these rules.

3.2 The CCR shall make the recommendations necessary for the application of the present rules in accordance with sub-paragraphs (a), (b) and (c) of Article 6 of the Regulations concerning the Co-ordination system [154th CCR Report]. Recommendations concerning the adjustment of remuneration at 1 January shall be made not later than 30 September of the preceding year referred to in Article 4.1.4 below.

3.3 When presenting Reports on adjustment of remuneration, the Secretaries/Directors-General shall inform their Governing bodies of the financial consequences for the respective budgets, resulting from the CCR recommendations.

3.4 For the calculation of the reference index set out in Article 4 below, the national civil services (NCS) of the reference countries shall provide the International Service for Remunerations and Pensions (ISRP) with the relevant data available at 1 April to cover the reference period referred to in paragraph 4.1.3 and shall confirm this data no later than 15 July. Changes in relevant data after 15 July shall be taken into account in the next annual adjustment.

CHAPTER II: DEFINITIONS

Article 4: Definitions

For the purposes of the calculations provided for in these rules:

4.1 Elements involved in the calculations aiming to ensure parallelism with NCS

4.1.1 NCS shall mean the central government of the countries retained as reference for the calculations [see Appendix 1].

4.1.2 Remuneration for the reference NCS comprises the following elements:

- basic salary,
- other elements of normal remuneration [see definitions in Appendix 7].

4.1.3 Reference period shall mean the period from 1 July to 1 July preceding the 1 January annual adjustment, except for Spain for which the reference period shall mean the calendar period 31 December to 31 December of the year preceding the end of the reference period in the other reference countries.

4.1.4 The preceding year shall mean the year preceding the 1 January annual adjustment.

4.1.5 The reference countries are the following eight Member states of the CO: Belgium, France, Germany, Italy, Luxembourg, the Netherlands, Spain and the United Kingdom.

4.1.6 Reference Index

4.1.6.1 The reference index is the calculation mechanism which aims to reflect a parallel evolution of salaries in the CO with those of national civil servants in the reference countries.

4.1.6.2 The final reference index shall result from the calculation of the weighted average of the changes in percentage in real terms in the net remuneration of comparable grades in the NCS of the reference countries, covering two reference periods with a weight of two-thirds for the reference period as defined in Article 4.1.3 and a weight of one-third for the preceding reference period. The changes in all comparable grades shall be aggregated by a simple average for each reference country. Should the evolution of the reference index be below 98.0 or above 102.0, the part beyond these thresholds shall be delayed to either the last day of the year when the salary adjustment calculation in question would have taken effect or the first day of the subsequent year as decided by the Governing bodies of each Co-ordinated Organisation.

4.1.6.3 Comparable grades shall mean those grades of officials of NCS in the reference countries whose functions can be matched with staff of categories A and B of the CO or the equivalent levels as set out in a single spine [see Appendix 4].

4.1.6.4 Net remuneration in the NCS shall mean the simple average of net minimum and maximum salaries obtained from gross salaries, to which have been added all the other elements that normally make up the remuneration of unmarried officials in the grade in question in the NCS, as defined in Article 4.1.2, after deduction of compulsory social contributions and of income tax levied by the central authorities on unmarried officials and calculated without taking into account non-automatic personal deductions.

4.1.6.5 The effect of variations from one year to another in a specific compulsory deduction made from the salaries of officials in the NCS, if a comparable and compulsory deduction is also made to the CO staff's salaries, shall be neutralised in order to avoid double-counting of these variations, in accordance with instructions set out in Appendix 6. The ISRP will determine the ensuing effect on an ad hoc basis with the reference countries concerned when there are changes in the salaries of civil service officials due to a variation in compulsory social contributions.

4.1.6.6 Deductions from NCS salaries for benefits not granted to staff of the CO shall not be taken into account. A list of comparable and non-applicable compulsory deductions is attached in Appendix 5. This list will be updated when changes occur in the NCS or in CO during the lifetime of the salary adjustment method. When necessary, it shall be attached to the CCR recommendation on the annual scale adjustment.

4.1.6.7 The arithmetic average of percentage changes in real terms shall mean the percentage arrived at after:

- first, calculating for each comparable grade in each NCS in the reference countries, the changes in real terms in the real net remuneration [see Articles 4.1.6.4, 4.1.6.5 and 4.1.6.6 above] by deflating the index for the trend in net nominal salaries by the consumer price index as defined in Appendix 3;
- second, calculating a specific intermediate reference index for each country of average changes in real terms for all comparable grades using an arithmetic average of all grades;
- third, and finally, calculating the reference country weighted average of the specific intermediate reference indices of the eight reference countries.

4.1.6.8 The weight per reference country to be used shall be fixed for the duration of the method and shall be the following: 8.5 (Belgium), 16.6 (France), 19.1 (Germany), 14.3 (Italy), 6.6 (Luxembourg), 9.1 (Netherlands), 11.0 (Spain) and 14.8 (United Kingdom).

4.1.6.9 The above weights result from the following calculation: 50% shall be distributed proportionally according to the contribution of each reference country to the budget of each CO for 2016, weighted by the number of CO staff posted in each reference country. The remaining 50% will be equally allocated among the eight reference countries.

4.1.7 Consumer price indices

4.1.7.1 Consumer price indices, in addition to being used to deflate the index for the trend in net nominal salaries in NCS of the reference countries as defined in Article 4.1.5, shall also be used to reinject the price trend in each duty country within the Co-ordinated system to the final reference index, with the aim to reflect the average evolution of the disposable income in NCS of the reference countries in the adjustment of salaries of the CO.

4.1.7.2 The trend in prices shall be reflected by the relevant consumer price indices as indicated in Appendix 3.

4.2 **Elements involved in the calculations aiming to ensure equivalence in purchasing power**

4.2.1 Purchasing power parities

4.2.1.1 Purchasing power parities (PPP) are the statistical tool used to ensure that staff have an equivalent purchasing power wherever they are posted.

4.2.1.2 The PPP to be used in implementing these rules shall be those defined in Appendix 2.

4.2.2 Reference curves of purchasing power

4.2.2.1 The results of the calculation of the PPP constitute the central reference of a curve called the *reference curve of purchasing power*. This reference curve, which admits a range of plus or minus 2%, is obtained by applying the PPP coefficient of a country to the scale for Belgium.

4.2.2.2 The modalities of application of the PPP and the purchasing power reference curves are defined in Appendix 2.

CHAPTER III: ANNUAL ADJUSTMENTS OF BASIC SALARIES**Article 5: Annual adjustments of basic salaries****5.1 Scale for Belgium**

5.1.1 Subject to the provisions of Article 6, the basic salaries of categories A, L, B and C or the basic salary levels as set out in a single spine, for staff posted in Belgium, shall be adjusted at 1 January following the reference period. The amount of this adjustment shall be equivalent to the change in percentage during the reference period resulting from the product of the relevant consumer price index as set out in Appendix 3 and the final reference index. The percentage adjustment in basic salaries for staff serving in Luxembourg shall be the same as for staff serving in Belgium.

5.2 Scales for other countries

5.2.1 Subject to the provisions of Article 6, the basic salaries for categories A, L, B and C or the basic salary levels as set out in a single spine, for staff posted in the other countries, shall be adjusted at 1 January following the reference period by the salary adjustment resulting from the product of the final reference index referred to in Article 4.1.6.2 above, and the relevant consumer price index, corrected if necessary by the PPP as set out in Appendix 2, in order to guarantee a relative equivalency in purchasing power between the scales of the countries concerned.

5.2.2 These percentage adjustments shall apply to basic salaries in force at 31 December of the preceding year.

CHAPTER IV: AFFORDABILITY**Article 6: Affordability**

The Council reserves the right to take special measures concerning the implementation of the adjustment resulting from the application of the agreed salary adjustment method if exceptional and unforeseen circumstances so warrant. The Council notes that a deviation from the adjustment resulting from the application of the agreed method must be reasonable, properly explained and justified.

CHAPTER V: SPECIAL ADJUSTMENTS OF REMUNERATION**Article 7: Special adjustments of remuneration**

7.1 Within the reference period, each time that the relevant consumer price index in a country, as indicated in Appendix 3 of the present rules, shows an increase over three consecutive months of more than 7%, the CCR shall send a recommendation to Governing bodies of the CO providing for a special adjustment of remuneration. The first of the three consecutive months shall fall within the reference period.

7.2 Each time the threshold of 7% is exceeded, the special adjustment shall be equivalent to the threshold, i.e. 7%. Any special adjustment shall take effect the month following the first month when the threshold is exceeded.

7.3 The 7% threshold is measured as from the preceding 1 July or, if a special adjustment has already been granted during this period, as from the date of effect of this special adjustment.

7.4 Any special adjustment granted during the reference period used for the calculation of the annual adjustment at 1 January shall be deducted from this annual adjustment.

CHAPTER VI: OTHER ARRANGEMENTS

Article 8: Flexible remuneration management

8.1 After completion of the consultation process with staff in force in each Organisation, the Secretary/Director-General of a CO may make proposals to the Governing body of the Organisation concerned suggesting measures concerning flexible remuneration management. Such measures shall be implemented within the budgetary envelope decided by the Governing body of the Organisation concerned.

8.2 In the event that the Governing body of a CO decides to implement flexible management of salary scales, the salary scales as adjusted in compliance with Article 5, shall remain in force in each CO. They shall be used as the basis for the calculation of pensions payable under the terms of the pension Scheme of the CO, as well as for pensions paid by any other Pension Scheme approved by the Governing body of a CO, which provides for the same method of adjustment.

8.3 A Governing body of an Organisation may seek the opinion of the CCR on measures relating to flexible remuneration management before introducing them. The CCR shall be kept informed of such measures after approval by the Governing body concerned.

Article 9: Measures to apply in duty countries where small numbers of staff are assigned

9.1 Notwithstanding Article 5, in countries where fewer than fifty persons are assigned by any one CO and where basic salary levels for B and C category staff or the equivalent levels as set out in a single spine cause serious management difficulties, the Secretary/Director-General of the Organisation concerned may, after consulting with the CCR and after completion of the consultation process in force in each Organisation, propose appropriate remuneration measures to their Governing body in order to take account of staff recruitment and retention difficulties specific to this Organisation.

APPENDICES

APPENDIX 1:

National civil services - Definition of the notion of "central government"

APPENDIX 2:

Purchasing power parities and reference curves of purchasing power

APPENDIX 3:

Consumer price indices

APPENDIX 4:

National civil services – Grade equivalency with the Co-ordinated Organisations

APPENDIX 5:

National civil services – List of comparable and non-applicable compulsory deductions

APPENDIX 6:

Reference index – Non Double-counting clause

APPENDIX 7:

Elements considered as making up the normal pay in national civil services

APPENDIX 1

**NATIONAL CIVIL SERVICES
DEFINITION OF THE NOTION OF "CENTRAL GOVERNMENT"**

The definition of "central government" in the reference countries for the purposes of the rules set out in the Annex of the present Report is as follows:

<u>Belgium:</u>	civil servants in the Federal Public Services
<u>France:</u>	civil servants in the State civil service
<u>Germany:</u>	civil servants in the Federal Ministries
<u>Italy:</u>	civil servants of the Ministries of the Republic
<u>Luxembourg:</u>	civil servants in the State civil service
<u>Netherlands:</u>	civil servants in Ministries and higher Councils of State
<u>Spain:</u>	civil servants in the State general administration
<u>United Kingdom:</u>	civil servants in the Ministry of Defence; for grades in the Senior Civil Service, data is supplied by the Cabinet Office

APPENDIX 2

PURCHASING POWER PARITIES AND REFERENCE CURVES OF PURCHASING POWER

1. Purchasing Power Parities (PPP)**1.1 Calculation of the PPP**

1.1.1 The PPP referred to in Article 4.2.1 of the Annex, are adopted by the Governing bodies based on proposals from the CCR based on the calculations by the ISRP and in co-operation with the Statistical Office of the European Union (Eurostat) with reference to Brussels.

1.1.2. The PPP shall be calculated in accordance with the statistical methodology developed by statistical experts from the Member states of the European Union ("Article 64 Working Group" – Eurostat).

1.2 Update and aggregation of basic heading parities

1.2.1 Each basic component of the PPP shall be updated once a year in compliance with the method in force (see article 1.2.2 below).

1.2.2 The indices to be used to update the basic heading parities shall be the detailed harmonised indices of consumer prices (HICP), insofar as they are available. Failing that, the detailed national consumer price indices shall be used.

1.2.3 The consumption patterns used to calculate the PPP are those that are obtained from the most recent family budget surveys carried out by the ISRP and Eurostat. These surveys are carried out with the staff of international organisations every five to seven years.

1.3 Reference towns

1.3.1 As a general rule the parity used for the country as a whole is that which is calculated for the capital.

1.3.2 The parities for Germany, the Netherlands, the United Kingdom and Switzerland are exceptions to this rule, since they are calculated by reference to Munich, The Hague, Reading and Geneva respectively.

1.3.3 If, after consulting the National Statistical Institute concerned, the Secretaries/Directors-General of the CO are of the opinion that prices in another duty station in the country in question – in which a sufficient number of international civil servants is posted – differ significantly from those in the reference town, a study may be undertaken to determine whether adjustments should be made to take account of relative price levels.

1.4. Reference curves of purchasing power

The results of the established PPP calculations constitute the central reference of the curve of purchasing power. This reference curve to be calculated every year will be obtained by enlarging the results of the PPP calculations by plus or minus 2%, margins believed to include any statistical error, while guaranteeing relative equality in purchasing power between duty stations.

1.5 PPP effect on the annual remuneration adjustment

1.5.1 If, for a given country, the annual salary adjustment resulting from the product of the relevant consumer price index and the final reference index falls outside the limit of a “purchasing power reference curve”, fixed at plus or minus 2% around the results of the calculation of the adjustment of the PPP provided for in paragraph 1.4 above, the adjustment shall be equal to the value situated at the upper or lower limit of the reference curve.

1.5.2 Any result from the annual salary adjustment calculated on the basis of the method described in Article 5.2 of the Annex that falls above the reference curve, shall result in a downward adjustment to the plus 2% border of the reference curve, and consequently a reduction in the results produced by this method. A result below the reference curve shall lead to an upward adjustment to the minus 2% border of the reference curve and consequently an increase in the result reached by the method. The starting point for calculating a new salary adjustment (consumer price index times final reference index) shall be re-based after each application.

APPENDIX 3

CONSUMER PRICE INDICES

The specific consumer price index series to be used shall be the following:

- i) the harmonised indices of consumer prices (HICP) for the eight reference countries, as well as for all other duty countries where these series are officially available;
- ii) if not, the national consumer price indices (CPI).

The indices to be used shall measure the trend in prices during the reference period as defined in Article 4.1.3 of the Annex of the present Report. Such indices shall be brought back to base 100 at the end of the reference period of the previous adjustment.

APPENDIX 4

**NATIONAL CIVIL SERVICES:
GRADE EQUIVALENCY WITH THE CO-ORDINATED ORGANISATIONS**

CO GRADES	BELGIUM	FRANCE		GERMANY	ITALY
	Level <i>min/max</i>		Indices <i>min/max</i>		
A	NA51 - NA52	Directeur	1115 - 1320	B9	Dirigente I fascia
	NA42 - NA43	Chef de service	783 - 1270	B6	Dirigente II fascia
	NA24 - NA34	Sous-Directeur	696 - 1164	B3	Terza area - F7
	NA23 - NA25	Administrateur civil hors classe	658 - 1058	A16	Terza area - F6
	NA21 - NA23	Administrateur civil	452 - 783	A15	Terza area - F5
	NA12 - NA13	Attaché principal d'admin. centrale	434 - 783	A14	Terza area - F4
	NA11 - NA12	Attaché d'admin. centrale	349 - 658	A13	Terza area - F3
B	B3 - B5	Secrétaire admin. classe exceptionnelle	365 - 562	A12	Seconda area - F6
	B2 - B3	Secrétaire admin. classe supérieure	327 - 515	A11	Seconda area - F5
	B1 - B2	Secrétaire admin. classe normale	326 - 486	A10	Seconda area - F4
	C3 - C5	Adjoint admin. principal E5/E6	326 - 462	A9	Seconda area - F3
	C2 - C3	Adjoint admin. E3/E4	321 - 382	A8	Seconda area - F2
	C1 - C2			A7	Seconda area - F1
				A6	
				A5	
				A4	

CO GRADES	LUXEMBOURG		NETHERLANDS	SPAIN		UNITED KINGDOM
		Indices <i>min/max</i>		Level	Grade	
A	18	455 - 647	scale 18	Subdirector General	30 A1	Pay band 3
	17	440 - 625	scale 17	S.G. Adjunto	29 A1	Pay band 2
	16 allongé	410 - 560	scale 16	Consejero Técnico	28 A1	Pay band 1
	15	380 - 530	scale 15	Jefe Servicio	26 A1	B1
	14	360 - 485	scale 14	Jefe Seccion	24 A1	B2
	13	320 - 470	scale 13	Jefe Servicio	26 A2	
	12	290 - 425	scale 12			
B			scale 11			
			scale 10			
	13	320 - 470	scale 9	Jefe Seccion	24 A2	C1
	12	290 - 425	scale 8	Jefe Seccion	22 A2	C2
	11	266 - 395	scale 7	Jefe Negociado	20 A2	D
	10	242 - 362	scale 6	Jefe Negociado	22 C1	E1
	9	218 - 338	scale 5	Jefe Negociado	20 C1	E2
	8	203 - 311	scale 4			
	7	176 - 272	scale 3			
			scale 2			
			scale 1			

APPENDIX 5

LIST OF COMPARABLE AND NON-APPLICABLE COMPULSORY CONTRIBUTIONS

National Civil Services		Co-ordinated Organisations	
Country	Contributions	Comparable	Not applicable
BELGIUM			
	Assurance maladie-invalidité (AMI)	X	
	Fonds des pensions (FPS)	X	
	Retenue sur pécule de vacances	X	
	Cotisation spéciale de Sécurité Sociale	X	
FRANCE			
	Cotisation retraite calculée sur salaire de base	X	
	Cotisation retraite additionnelle calculée sur les primes	X	
	Contribution exceptionnelle de solidarité		X
	Contribution Sociale Généralisée (CSG)	X	
	Contribution au Remboursement de la Dette Sociale (CRDS)		X
GERMANY			
	Krankenversicherung (Basistarif)	X	
	Pflegeversicherung	X	
ITALY			
	Pensione	X	
	Pensione contri	X	
	Fondo Credito		X
	Opera previdenza		X
LUXEMBOURG			
	Caisse maladie	X	
	Caisse retraite	X	
	Assurance dépendance	X	
NETHERLANDS			
	OP/NP (Pension)	X	
	IPBW (Disability)	X	
	Private Health Insurance	X	
	AWBZ (National health insurance)	X	
	AOW (Pension minimum)	X	
	VUT (Pension transfer)		X
SPAIN			
	Mutualidad General	X	
	Derechos Pasivos (Pensions)	X	
UNITED KINGDOM			
	National Insurance Contribution (NIC)	X	
	Pension contribution	X	

This list will be updated each year by the ISRP after consultation and validation by the reference countries.

APPENDIX 6**NON DOUBLE-COUNTING CLAUSE**

These instructions refer to Article 4.1.6.5 of the Annex to the present Report:

4.1.6.5 “The effect of variations from one year to another in a specific compulsory deduction made from the salaries of officials in the NCS, if a comparable and compulsory deduction is also made to the CO staff's salaries, shall be neutralised in order to avoid double-counting of these variations, in accordance with instructions set out in Appendix 6. The ISRP will determine the ensuing effect on an ad hoc basis with the reference countries concerned when there are changes in the salaries of civil service officials due to a variation in compulsory social contributions.”

1. Calculation

For the application of the non-double-counting clause provided for in Article 4.1.6.5 of the Annex, the effect of variation of the compulsory social contributions, from one year to the next, on the evolution of net salaries, shall be measured in the NCS and in the CO.

2. Impact in the NCS

The reference index shall be calculated as defined in Article 4.1.6 in the Annex. A second index shall also be calculated which neutralises the changes to social costs which are comparable to those in the CO. The ratio between these two indices measures the impact of the variations to compulsory social contributions in NCS on the trend in net salaries in the eight reference NCS.

3. Impact in the CO

An average of the compulsory social contributions in all Organisations shall be established by weighting the average contribution rate in each Organisation by their respective number of staff. The comparison of the trends in CO salaries by applying this rate, as well as with the corresponding rate for the previous year, measures the impact of the variation in compulsory social contributions on CO salaries.

4. Annual correction

The comparison of the impact of the changes to comparable compulsory social contributions in the NCS and in the CO determines the part which needs to be neutralised in the calculation of the reference index. The reference index will be positively or negatively adjusted by the common factor between the impact in the NCS and that of the CO.

5. Assessment after three years

At the end of each three-year period, the annual impacts of variations in compulsory social contributions in the NCS and in the CO are cumulated. The reference index is corrected in the same way as for an annual correction, but includes the deduction of the annual corrections already made in years 1 and 2.

APPENDIX 7

ELEMENTS CONSIDERED AS MAKING UP THE NORMAL REMUNERATION IN NATIONAL CIVIL SERVICES

BELGIUM	<ul style="list-style-type: none"> – Basic salary – Holiday pay (<i>pécule de vacances</i>) – End-of-year allowance (<i>allocation de fin d'année</i>)
FRANCE	<ul style="list-style-type: none"> – Basic salary – Premiums
GERMANY	<ul style="list-style-type: none"> – Basic salary
ITALY	<ul style="list-style-type: none"> – Basic salary – Year-end allowance (<i>13^o mensilità</i>) – Administrative allowance (<i>indennità di amministrazione</i>) – Post remuneration (<i>retribuzione di posizione</i>)
LUXEMBOURG	<ul style="list-style-type: none"> – Basic salary – End-of-year allowance (<i>allocation de fin d'année</i>) – Lunch allowance (<i>allocation repas</i>)
NETHERLANDS	<ul style="list-style-type: none"> – Basic salary – End-of-year allowance – Holiday allowance
SPAIN	<ul style="list-style-type: none"> – Basic salary – Seniority payment (<i>trienios</i>) (including 13th and 14th months) – Level payment (<i>complemento de destino</i>) (including 13th and 14th months) – Post supplement (<i>complemento específico</i>) (including 13th and 14th months) – Merit pay (<i>complemento de productividad</i>)
UNITED KINGDOM	<ul style="list-style-type: none"> – Basic salary

**RULES GOVERNING THE METHOD FOR ADJUSTING THE
ALLOWANCES/SUPPLEMENTS EXPRESSED IN ABSOLUTE VALUE
CCR/R(2016)5**

Article 1: Purpose

1.1 The present Rules define the adjustment method for the monthly amounts of the allowances/supplements of the Co-ordinated Organisations expressed in absolute value within the scope of Co-ordination, as set out in the Regulations concerning the Co-ordination system, save where a specific adjustment method is defined.

Article 2: Frequency of adjustments

2.1 The allowances/supplements expressed in absolute value shall be adjusted annually at 1 January, as from the date of entry into force of these Rules.

2.2 Special adjustments may be made in accordance with the provisions of Article 6.

Article 3: Procedure**3.1 Dossier for reviews**

3.1.1 Every year the Co-ordinated Committee on Remuneration (CCR) shall examine the proposal for adjusting the monthly amount of the allowances/supplements expressed in absolute value submitted by the Committee of Representatives of the Secretaries/Directors-General (CRSG) in accordance with these Rules.

3.2 Recommendations

3.2.1 The CCR shall make the recommendations necessary for the application of the present Rules in accordance with sub-paragraphs (a), (b) and (c) of Article 6 of the Regulations concerning the Co-ordination system. Recommendations concerning the adjustment to the monthly amount of the allowances/supplements expressed in absolute value at 1 January shall be made by 30 September of the preceding year at the latest, as referred to in Article 4.3.

3.2.2 For the calculation of the average trend index referred to in Article 4.5 hereunder, the reference countries shall provide the International Service for Remunerations and Pensions (ISRP) with the relevant data as applicable on 1 July and relating to the reference period referred to in Article 4.2, and confirm this data by 15 July at the latest. Changes in the relevant data after that date shall be taken into account in the next adjustment.

Article 4: Definitions

For the purposes of the calculations provided for in these Rules:

4.1 The “reference countries” shall mean the reference countries considered as such in the remuneration adjustment method in force;

4.2 The “reference period” shall mean the period from 1 July to 1 July of the year preceding the annual adjustment at 1 January;

4.3 The “preceding year” shall mean the year preceding the annual adjustment at 1 January;

4.4 For the reference countries, the “dependent child allowance” shall mean the allowances in force in the reference countries, validated by the reference countries’ representatives and listed in Appendix 1;

4.5 The “average trend index” of dependent child allowances in the reference countries shall be calculated as the weighted average of percentage changes during the reference period of the monthly dependent child allowance amounts in the reference countries;

4.6 The “weighted average of percentage changes” shall mean the percentage obtained as a result of the following calculations:

4.6.1 first, calculating, for each reference country, the average dependent child allowance amount paid for three dependent children:

4.6.2 second, calculating the trend index of this average amount;

4.6.3 third, and finally, calculating the weighted average of the reference country indices by giving each reference country its respective weighting as defined in the remuneration adjustment method in force.

4.7 For the evolution of consumer prices

4.7.1 The trend in consumer price indices shall be reflected by the consumer prices indices referred to in Appendix 2.

4.8 For the equivalency of monthly amounts, regardless of the duty country

4.8.1 The equivalency of monthly amounts, regardless of the duty country, shall be reflected by the purchasing power parities applicable in the duty country as defined in Appendix 3 or by any other method of calculating the cost-of-living differentials in force as of the adjustment date.

Article 5: Annual adjustment of the allowances/supplements expressed in absolute value

5.1 Amounts in Belgium

5.1.1 The monthly amounts used for the allowances/supplements expressed in absolute value in force in Belgium shall be adjusted on 1 January following the reference period. The adjustment shall correspond to the average trend index during the reference period, calculated in accordance with Article 4.5.

5.2 Amounts for other countries

5.2.1 For other countries, the monthly amount shall be calculated by applying, on an annual basis, to Belgium’s monthly amount the purchasing power parities as defined in Appendix 3 or any other method of calculating the cost-of-living differentials in force at the adjustment date.

Article 6: Special adjustment of the allowances/supplements expressed in absolute value

6.1 Each time that, within the reference period, the relevant consumer price index in a country, as defined in Article 4.7, shows an increase over three consecutive months of more than 7%, the CCR, upon being informed by the International Service for Remunerations and Pensions (ISRP), shall send to the Governing bodies of the Co-ordinated Organisations a recommendation providing for a special adjustment to the monthly amounts for the allowances/supplements expressed in absolute value. The first of the three consecutive months shall fall within the reference period.

6.2 Each time that the 7% threshold is exceeded, the special adjustment granted shall be equal to the threshold, i.e. 7%. Special adjustment shall take effect the month following the first month in which the threshold is exceeded.

6.3 The 7% threshold is measured as from 1 July of the beginning of the reference period or, if a special adjustment has already been granted during this period, from the date of effect of this special adjustment.

6.4 Any special adjustment granted during the reference period used for the calculation of the adjustment at 1 January shall be deducted from the following adjustment.

Article 7: Date of entry into force

7.1 These Rules shall enter into force on 1 January 2017.

7.2 Should any subsequent amendments be made to these Rules, no provision which ceases to apply shall give rise to vested rights.

Article 8: Reviewing the method

8.1 When substantial modifications are made to the dependent child allowance for a reference country that would prevent the ISRP from calculating the average trend according to agreed and relevant statistical standards, the method shall be reassessed at the request of the CCR, the CRSG or the CRP.

APPENDIX 1

LIST OF DEPENDENT CHILD ALLOWANCES IN THE EIGHT REFERENCE COUNTRIES

(Data source)

Belgium	Agence fédérale pour les allocations familiales / Allocations familiales de base
France	Service public de la Sécurité sociale / Montants des prestations familiales
Germany	Familienkasse der Bundesagentur für Arbeit / Kindergeld
Italy	Istituto Nazionale Previdenza Sociale / Assegno al nucleo familiare / Nuclei familiari con entrambi genitori e almeno un figlio minore
Luxembourg	Inspection générale de la Sécurité sociale / Paramètres sociaux / Allocations familiales
Netherlands	Sociale Verzekeringsbank / Algemene Kinderbijslagwet (AKW)
Spain	Ministerio de Empleo y Seguridad Social / Trabajadores / Prestaciones familiares
United Kingdom	GOV.UK / Child Benefit rates

APPENDIX 2

CONSUMER PRICE INDICES

The specific consumer price index series to be used shall be the following:

- i) the Harmonised Indices of Consumer Prices (HICP) for the reference countries, as well as for all other countries where these series are officially available;
- ii) if not, the national Consumer Price Indices (CPI).

APPENDIX 3

PURCHASING POWER PARITIES

1. Purchasing Power parities (PPP)**1.1 Calculation of the PPP**

1.1.1 The PPP referred to in Article 4.8 of the Annex, are adopted by the Governing bodies based on proposals from the CCR based on the calculations by the International Service for Remunerations and Pensions (ISRP) and in co-operation with the Statistical Office of the European Union (Eurostat) with reference to Brussels.

1.1.2 PPP shall be calculated in accordance with the statistical methodology developed by statistical experts from the Member States of the European Union ("Article 64 Working Group" – Eurostat).

1.2 Update and aggregation of basic heading parities

1.2.1 Each basic component of the PPP shall be updated once a year in compliance with the method in force (see paragraph 1.2.2 below).

1.2.2 The indices to be used to update the basic heading parities shall be the detailed Harmonised Indices of Consumer Prices (HICP), insofar as they are available. Failing that, the detailed national consumer price indices shall be used.

1.2.3 The consumption patterns used to calculate the PPP are those that are obtained from the most recent family budget surveys carried out the ISRP and Eurostat. These surveys are carried out with the staff of International organisations every five to seven years.

1.3 Reference towns

1.3.1 As a general rule the parity used for the country as a whole is that which is calculated for the capital.

1.3.2 The parities for Germany, the Netherlands, the United Kingdom and Switzerland are exceptions to this rule, since they are calculated by reference to Munich, The Hague, Reading and Geneva respectively.

1.3.3 If, after consulting the National Statistical Institute concerned, the Secretaries/Directors-General of the Co-ordinated Organisations are of the opinion that prices in another duty station in the country in question – in which a sufficient number of international civil servants is posted – differ significantly from those in the reference town, a study may be undertaken to determine whether adjustments should be made to take account of relative price levels.

**EDUCATION ALLOWANCE:
RULES FOR THE REIMBURSEMENT OF EDUCATIONAL COSTS
(CCR/R(2005)2)**

I. CONDITIONS OF AWARD

1. Staff members entitled to the expatriation allowance with dependent children as defined according to the Staff Rules of each Co-ordinated Organisation, regularly attending on a full-time basis an educational establishment, may request the reimbursement of educational costs under the following conditions:

- a) in respect of children in compulsory education up to completion of secondary level of education;
- b) in respect of children at post-secondary level of education for studies carried out in the country of which the staff member or the child's other parent is a national or in the duty country. If duly justified by the staff member, for reasons of continuity in following an educational cycle or if educational costs are lower in a third country, an exception to this rule can be granted by the Secretary-General of the Co-ordinated Organisation concerned.

2.1 By way of exception, staff members not qualifying under the terms of Article 1 above may request payment for education in any of the following situations:

- a) subject to a decision of the Governing Body of the respective Co-ordinated Organisation, the allowance can be granted for education in the duty country, if no school or university corresponding to the child's educational cycle is available within 80 km distance from the official's duty station or home, or,
- b) in the case of transfer or recruitment from another international organisation where the staff member was entitled to the education allowance, and a dependent child must, for imperative educational reasons, continue an educational cycle commenced prior to the date of transfer or recruitment other than for post-secondary level education and which is not part of the national educational system of the host country.

Entitlement to the education allowance resulting from the application of Article 2 b) above may not exceed the duration of the educational cycle.

2.2 Each Co-ordinated Organisation's Governing Body may decide, in accordance with its own procedural rules, whether to grant exceptionally the education allowance to staff who are not entitled to the expatriation allowance and who are not nationals of the duty country, provided they were granted an education allowance or reimbursement of educational costs before their recruitment by the Co-ordinated Organisation.

3. Entitlement to the education allowance shall start on the first day of the month during which the child begins to attend school and not earlier than the age corresponding to the compulsory age of education of the national system followed by the school. It shall finish when the child stops full-time studies, or not later than the end of the month in which the dependent child allowance will no longer be paid.

4. Unless otherwise stated production of bills, paid invoices or receipts will be required for the reimbursement of educational costs mentioned in Article 5 below, except if such items are included in a possible lump sum payment as defined in Article 7 and the Appendix.

II EXPENDITURE FOR EDUCATIONAL PURPOSES

5. The following items of expenditure shall be taken into account for the reimbursement of educational costs:

- a) school or university registration fees,
- b) general fees for schooling and education charged by the educational establishment.

Expenses on special courses and activities (including equipment) that are not normally part of the child's basic course of studies shall not be taken into account.
- c) examination fees,
- d) tuition fees for private lessons on condition that:
 - tuition is given in subjects which are not contained in the child's syllabus but are part of the compulsory national education programme of the country of which the staff member is a national, or
 - tuition is required to enable the child to adjust to the educational curriculum of the institution attended, or to enable the child to become familiar with the language spoken in the area in which the child lives if the education is given in another language.

In all these cases, tuition fees may be taken into account for an adjustment period of not more than two years.
- e) daily expenses on travel between the educational institution and home by public transport or school bus. Reduced fares shall be used where possible. Where a private car is used or when no public transport is available, an amount equal to 10% of the annual dependent child allowance shall be taken into account.
- f) where the child does not live at the staff member's home, expenditure on half-board, or on board and lodging, is paid against bills, paid invoices or receipts up to the limit of 2 times the annual dependent child allowance of the country in which the child studies. If no bills, paid invoices or receipts are provided 1.5 times the annual dependent child allowance shall be taken into account.
- g) purchase of school books as required by the curriculum, and compulsory school uniforms.

III AMOUNT OF REIMBURSEMENT

6. Reimbursement of educational costs mentioned in Article 5 above shall be made according to the rates, ceilings and conditions below, each case being treated individually:

- a) Standard rate: 70% of the educational costs up to a ceiling of 2.5 times the annual amount of the dependent child allowance;
- b) Country of nationality rate (if different from country of duty): 70% of educational costs up to a ceiling of 3 times the annual amount of the dependent child allowance if the child is educated in a country of which the staff member or the other parent is a national;

- c) Increased rate: 70% of educational costs up to a ceiling of 4 times the annual amount of the dependent child allowance provided that:
 - i) educational expenditure as defined in Article 5 a) and b) is excessively high;
 - ii) such costs are for education up to completion of the secondary cycle; and
 - iii) are incurred for imperative educational reasons.
- d) Exceptional rate: up to 90% of total educational costs up to a ceiling of 6 times the annual rate of the dependent child allowance provided that:
 - i) educational costs as defined in Article 5 a) and b) are exceptional, unavoidable and excessively high, according to the judgement of the Secretary/Director-General of the Co-ordinated Organisation concerned;
 - ii) such costs refer either to education up to completion of the secondary cycle or are costs as defined in Article 5 a) and b) for the tertiary cycle; and,
 - iii) costs are incurred for imperative educational reasons.

7. For the application of Article 6, the Governing Body of each Co-ordinated Organisation may authorise the respective Secretary/Director-General to reimburse educational costs referring to Article 5 c) to g) on a lump sum basis in accordance with the Appendix below.

8. Children over 18 years, whose educational establishment is more than 300 km away from the duty station, are entitled to one round trip per year to the duty station or the home leave destination on condition that the amount does not exceed the cost of one round trip between the duty station and the place approved for home leave. In addition children under 18 years, whose educational establishment is more than 300 km away from home, are entitled to reimbursement of 70% of the cost of two further round trips per year on condition that the amount of each trip does not exceed the equivalent percentage of the cost of a round trip between the duty station and the place approved for home leave. In both cases mentioned above, the home leave travel will replace one educational trip in the year when home leave is taken. It shall be reimbursed according to the Staff Rules in each Organisation.

9. No reimbursement of educational costs will be made unless admissible costs listed in Article 5 are higher than an amount equivalent to the annual expatriated child allowance. In those cases where reimbursement is made, the amount equivalent to the annual expatriated child allowance shall be deducted from the amount paid.

10. The amounts of any allowance received from other sources (scholarships, study grants, etc.) as well as other reimbursements of school costs from other sources for the education of the dependent child, shall be deducted from the expenditure incurred for education mentioned in Article 5 above.

IV. PAYMENT OF THE REIMBURSEMENT

11. At the beginning of each school year a staff member requesting reimbursement of educational costs shall inform the administration as fully as possible of the expenditures which will be incurred for the education of each child. At the end of the school year the staff member shall provide evidence of reimbursable expenditure during the school year in order to allow the final calculation of the reimbursement, according to provisions set out in Article 4 above.

12. The Secretary/Director-General of each Co-ordinated Organisation shall decide on the modalities of the reimbursement of the educational expenditures mentioned under Article 5 above.

13. The staff member shall inform the administration of any changes of circumstances which affect the entitlement to or the level of the reimbursement of educational costs and of any allowance (scholarships, study grants, etc.) and other reimbursements of educational costs, received from another source.

V. IMPLEMENTATION

14. Notwithstanding the specific competencies conferred in the provisions above on the Governing Bodies of the Co-ordinated Organisations, the Secretary/Director-General of each Co-ordinated Organisation shall establish instructions for implementation of these rules.

VI. TRANSITIONAL MEASURES

15. Children of staff members who will no longer be entitled to the education allowance when these rules have entered into force, will nevertheless be covered by the previous rules until they have finished the educational cycle (primary, secondary, post-secondary) they attended at the beginning of the academic year in question.

VII. ENTRY INTO FORCE

16. The terms of application of the education allowance shall come into force at the beginning of the school year 2005/2006.

Appendix to the Rules

Since Article 7 of the above Rules authorises each Governing Body to choose whether to reimburse part of the educational costs on a lump sum basis, this Appendix provides the rules to follow if such a decision is made.

1. It is stated in Article 7 of the above Rules that for the application of Article 6, the Governing Body of each Co-ordinated Organisation may authorise the respective Secretary/Director-General to reimburse educational costs, referring to Article 5 c) to g), on a lump sum basis. In this case the Governing Board of each Co-ordinated Organisation shall decide within the ceilings foreseen in Article 5 f) and Article 6, the rate of reimbursement and the lump sum applied. Thus where Secretaries/Directors-General of the Co-ordinated Organisations consider that the administration of the education allowance will be simplified through the implementation of the lump sum approach and, where such implementation makes sense from an operational viewpoint, Secretaries/Directors-General may make a proposal on the modalities of this approach to their respective Governing Bodies.

2. Except in cases mentioned in Article 6 d), the Governing Bodies of each Co-ordinated Organisation may authorise their Secretary/Director-General to reimburse educational costs mentioned in Article 5 f) on one hand and Article 5 c), d), e) and g) on the other, on a lump sum basis. When the total amounts of these lump sums do not exceed 1.7 times the annual child allowance, the reimbursement of educational costs mentioned in Article 5 a) and b) may reach 80% for cases mentioned in Article 6 a) to c). The total amount of the reimbursement of the educational costs may not exceed the respective ceilings mentioned in Article 6 a) to c).

REGULATIONS ON THE INDEMNITY FOR LOSS OF JOB

(Annex V to the 78th Report of the Coordinating Committee of Government Budget Expert
Approved by the Council on 31 August 1972)

GENERAL PRINCIPLES

1. The Secretaries-General of the Coordinated Organisations shall have power to award an indemnity for loss of employment to any staff member of the Coordinated Organisations¹:

- (1) who holds a firm contract²; and
- (2) whose services are terminated for any one of the following reasons:
 - (a) suppression of the budget post occupied by the staff member;
 - (b) changes in the duties of the budget post occupied by the staff member of such a nature that he no longer possess the required qualifications;
 - (c) general staff cuts including those due to a reduction in or termination of the activities of an Organisation;
 - (d) the withdrawal from the Organisation of the member country of which the staff member is a national;
 - (e) the transfer of the headquarters of the Organisation or of any of its units to another country and the consequent transfer of the whole staff concerned;
 - (f) the refusal by the staff member, where his contract does not cover the point, to be permanently transferred to a country other than that in which he is serving;
 - (g) withdrawal of security clearance on grounds which do not warrant the dismissal of the staff member as a result of disciplinary action;
 - (h) specific staff policy as agreed by the Council or as provided for in the staff regulations of the Organisation concerned (excluding cases where the services of a staff member are terminated on grounds of health, unsatisfactory service, discipline or on reaching the age limit), after not less than 10 consecutive years of service in one or more of the Coordinated Organisations;
- (3) and who
 - (a) is not offered a post in the same grade in the same Organisation, or
 - (b) is not appointed to a vacant post in one of the other Coordinated Organisations at a comparable remuneration, or

¹ For the purposes of these Regulations, the term "staff member" shall mean a member of the international civilian staff, whatever the nature of his contract. The present Regulations shall therefore not apply to staff of local status, temporary staff, experts or consultants.

² A firm contract shall be interpreted to mean a contract made with a staff member on completion of the probationary period. It goes without saying that a staff member who has held a firm contract in a Coordinated Organisation and who has subsequently been offered, either in that Organisation or in another Coordinated Organisation, a contract involving a probationary period, shall be deemed to satisfy this condition if such a contract is terminated during or on completion of such probationary period.

- (c) if employed in the public service, has failed to obtain immediate re-integration in his national, civil or military administration.

2. The method of calculating the indemnity differs as between fixed-term appointments and indefinite-term appointments.

A. Fixed-term appointments

Amount of indemnity

3. The amount of indemnity for loss of job shall be equal to half the product of the monthly emoluments of the staff member (basic salary, including cost-of-living allowances, plus, where appropriate, the head of household allowance and the dependent's allowance) multiplied by the number of months remaining up to the expiry of the term of his contract, provided that it shall in no case exceed:

- five months' emoluments in the case of a contract for three years or less;
- eight months' emoluments in the case of a contract for four years, or for any term between three years and four years;
- ten months' emoluments in the case of a contract for more than four years.

4. The emoluments to be taken into account in calculating the amount of the indemnity shall be those received by the staff member at the date of leaving the Organisation.

Payment of the indemnity

5. The indemnity shall be paid to the staff member in full at the time he leaves the Organisation.

B. Indefinite-term appointments

Amount of indemnity

6. The amount of the indemnity, expressed in months or fractions of a month of emoluments (basic salary, including cost-of-living allowances plus, where appropriate, the head of household allowance and the dependent's allowance) shall be one month's emoluments for each year of service from the date when the staff member joined the Organisation. However, the amount of indemnity so calculated shall be subject to a ceiling. This ceiling is set at eighteen months' emoluments at 1 January 1972 and shall be raised at the rate of one month per year up to a maximum level of twenty-four months. Furthermore, the amount of indemnity shall not represent a number of months, or fractions of a month in excess of the period which the staff member would still have to serve before reaching the age limit specified by the Staff Rules of the Organisation concerned.

7. The emoluments to be taken into account in calculating the amount of the indemnity shall be those received by the staff member at the date of leaving the Organisation.

8. The indemnity shall be paid to the staff member in full at the time he leaves the Organisation.

MISCELLANEOUS PROVISIONS

9. In calculating the amount of indemnity for loss of job under paragraph 6 above, account shall be taken, where appropriate, of any years of service previously performed by the staff member concerned in other Coordinated Organisations and in respect of which he has not received any indemnity for loss of job under the present Report³ or the 33rd Report, provided, however that no account shall be taken of any years of service preceding:

- (1) an interruption of the service of the staff member concerned with the Coordinated Organisations;
- (2) the termination for disciplinary reasons of his services with any Coordinated Organisation.

10. Any staff member who has served not less than 10 consecutive years with one or more Coordinated Organisations and whose services are terminated in the conditions specified in paragraph 1 hereof shall be entitled to an indemnity for loss of job calculated under the provisions of paragraph 6 and, where appropriate, of paragraph 9 hereof, whatever the nature of the contract held by him at the time when his appointment is terminated.

11. Staff members serving with the Coordinated Organisations at the time when the new regulations come into effect (1 January 1972) shall have the right to opt for the continued application to them of the provisions of the 33rd Report.

3

78th Report of the Coordinating Committee

PENSION SCHEME RULES

This Annex is issued separately

**PROVISIONS APPLICABLE TO MEMBERS OF STAFF WORKING PART-TIME
(AT LEAST HALF-TIME)**

Article 1

Authorisation to work part-time (at least half-time) shall not be granted automatically as a right. In taking his or her decision, the Head of a WEU body shall have regard to service requirements.

Staff members authorised to work part-time (at least half-time) will be governed by all the provisions of the Staff Rules, subject to the special provisions set out in the following articles.

Article 2

The minimum hours of work will normally be four hours per working day. To take account of the particular constraints that may arise from service requirements, these working arrangements may be adapted accordingly.

Article 3

For personnel holding a full-time contract, authorisation for part-time (at least half-time) working will normally be given for a period of one year, renewable by tacit consent each year for a total of five years, save at the express request of the person concerned submitted three months before the end of the current period. Upon expiry of authorisation to work part-time, the staff member will resume full-time duties.

If, at the end of the five-year period, the staff member does not resume his or her duties full-time, the Head of the WEU body may propose to the member that his or her full-time contract be converted into a part-time contract. If the Staff member fails to accept the offer within three weeks of notification, the Head of the WEU body will be authorised to terminate the contract and the staff member shall not be entitled to any leaving allowance.

Article 4

- (i) Staff members working part-time will receive a percentage proportionate to the time they are authorised to work of all the various elements of the remuneration corresponding to their grade and step, together with the allowances to which they are entitled; travel costs incurred during missions, however, will be reimbursed in accordance with the provisions applicable to staff members working full-time.
- (ii) The intervals between promotion by step will be the same as for full-time posts.
- (iii) Former staff members who have worked part-time, or their beneficiaries, will receive a percentage proportionate to the time they have worked of those allowances to which they are entitled.
- (iv) Supplementary payments for medical care made in the event of illness, maternity or accident will be paid in full to staff members working part-time who are entitled thereto.
- (v) Regarding rent allowance, a percentage proportionate to the time they are authorised to work of the amount of rent paid by staff members working part-time will be taken into account.

ANNEX VIII

Article 5

For a staff member working part-time, one day's annual leave, home leave or special leave will be taken to correspond to the time they have been authorised to work and remunerated as such.

Article 6

The arrangements applicable to pensions shall be as provided in the Pension Scheme Rules (Annex VII to the Staff Rules) and their implementing instructions.

WEU STAFF RULES

RECORD OF AMENDMENTS

Amendment	Article	Reason for change/Reference	Date
1	11	Paragraph 11C, erroneously omitted when re-printing this January 1981 edition	June 1981
2	15	Articles 15.I e) and 15 II f) to include household of staff member (CR(82)3)	March 1982
3	7, 41	Article 7c) - amendment of authority (CR(80)9) Article 41c) - extension of maternity leave	September 1983
4	24-25	Articles 24 and 25 and Annex II - outcome of the 200th CCG report (CR(84)9)	December 1984
5	3	Article 3, to include n) - Assistance and compensation (CR(85)11)	May 1985
6	1, 4, 16, 39, 41, 50, 54, 55 and 57	Arts 1a), 4a), 16b) (ii), 39d) and e), 41a), 50, 54a), 55a) and b), 57b) and c) - amendments resulting from the reorganisation of WEU	May 1986
7	1 and Annex VI	Addition to Art. 1 (2) of sub-paragraph "h"	December 1986
8	Annex VII	New page 33, Annex VII	December 1987
9	3, 44 and 44bis	Amendments to Arts 3 (k) and 44a), b) and c); new Article 44 bis (CR(89) 13, X)	July 1989
10	Annex VII	Addition of ECMWF to Article 1 - Scope	January 1990
11	Where applicable	Amendments arising from the creation of the WEU Institute (C-B(91)5, Confirmation)	April 1991
12	7	Recruitment of nationals of countries having the status of WEU Observer or Associate Member (CWG/S(93)78 - CR(94)3)	January 1994
13	11	Permanent half-time posts (C(94)79 - CR(94)32)	June 1994
14	36A	Half-time work (C(96)68 - CR(97)22)	April 1997
15	36	Overtime (C(98)30 - CR(98)7)	February 1998
16	36A	Part-time work (C(01)66)	July 2001
17		New edition	July 2008
18	49-61	Modification of Chapter X (Appeals Board) following closure of WEU & creation of RATU	December 2011
19		Updated, cleaned up edition	November 2016
20	12	Introduction of Statute of Limitations	April 2017
21	Annex IV	Adoption of new CCR Methodology	April 2017
22	Annex IV	Adoption of Addendum to 244th CCR Report	September 2017

Note: The masculine pronouns 'he', 'him', 'his', etc., as used throughout the Staff Rules and their Annexes, should everywhere be understood to include the feminine pronouns 'she', 'her', 'her/hers', etc.