



International Atomic Energy Agency

INFORMATION CIRCULAR

INFCIRC/6/Rev.5
August 1981
GENERAL Distr.
Original: ENGLISH

THE PROVISIONAL STAFF REGULATIONS OF THE AGENCY

1. The Provisional Staff Regulations of the Agency, as amended up to 27 February 1981 by the Board of Governors, are set forth in this document for the information of all Members of the Agency.
2. When an individual provision of the Regulations and the Annexes thereto has been amended since their approval by the Board in 1957, this is indicated by a footnote giving the date on which the current text became effective. There is a subject index at the end of the document.
3. In these Regulations references to staff members in the masculine gender apply equally to both men and women members of the staff.

CONTENTS

<i>Article</i>	<i>Title</i>	<i>Regulation</i>	<i>Page</i>
	PREAMBLE		3
I	DUTIES, OBLIGATIONS AND PRIVILEGES	1.01 – 1.12	3
II	CLASSIFICATION OF POSTS AND STAFF	2.01	5
III	APPOINTMENTS AND PROMOTIONS	3.01 – 3.06	5
IV	SEPARATION FROM SERVICE	4.01 – 4.05	6
V	SALARIES AND ALLOWANCES	5.01 – 5.04	8
VI	REPATRIATION GRANT	6.01	10
VII	LEAVE AND SICK LEAVE	7.01 – 7.04	10
VIII	SOCIAL SECURITY	8.01 – 8.04	10
IX	TRAVEL AND REMOVAL EXPENSES	9.01 – 9.03	11
X	STAFF RELATIONS	10.01 – 10.02	12
XI	DISCIPLINARY MEASURES	11.01	12
XII	APPEALS	12.01 – 12.02	12
XIII	GENERAL PROVISIONS	13.01 – 13.02	13
XIV	DEFINITIONS	14.01 – 14.03	13
XV	SERVICE WITH THE PREPARATORY COMMISSION	15.01	14
 <i>Annex</i>			
I	TERMINATION INDEMNITIES		15
II	GROSS BASE SALARY SCALES		17
III	SCHEDULE OF POST ADJUSTMENTS		19
IV	ASSIGNMENT ALLOWANCE		21
V	REPATRIATION GRANT		23
 <i>Index</i>			
			25

PROVISIONAL STAFF REGULATIONS

PREAMBLE

These Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the Secretariat of the International Atomic Energy Agency. They set forth the broad principles of personnel policy for the staffing and administration of the Secretariat. The Director General shall promulgate such rules consistent with these Regulations as he may consider necessary.

ARTICLE I

DUTIES, OBLIGATIONS AND PRIVILEGES

Regulation 1.01

Members of the Secretariat are international civil servants. As such, their responsibilities are not national but exclusively international. By accepting appointment, they pledge themselves to perform their duties and to regulate their conduct with the interests of the International Atomic Energy Agency (hereinafter called "the Agency") only in view.

Regulation 1.02

Staff members are subject to the authority of the Director General and to assignment by him to any of the activities or offices of the Agency. They are responsible to him in the performance of their duties and they shall undertake their duties at his direction. The whole time of staff members shall be at the disposal of the Director General. The Director General shall establish a normal working week.

Regulation 1.03

No working papers or other Secretariat documents shall be issued except on the responsibility of the Director General.

Regulation 1.04

In the performance of their duties, members of the Secretariat shall neither seek nor accept instructions from any Government or from any other authority external to the Agency.

Regulation 1.05

Members of the Secretariat shall conduct themselves at all times in a manner befitting their status as international civil servants. They shall not engage in any activity which is incompatible with the proper performance of their duties with the Agency. They shall avoid any action and, in particular, any kind of public pronouncement which may adversely reflect on their status, or on the integrity, independence and impartiality which are required by that status. While they are not expected to give up their national sentiments or their political and religious convictions, they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.

Regulation 1.06

Members of the Secretariat shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person or government any information known to them by reason of their official position which has not been made public, except in the course of the performance of their duties or by authorization of the Director General. They shall not at any time use such information to private advantage and they shall not at any time publish anything based thereon except with the written approval of the Director General. These obligations shall not cease upon separation from the Secretariat.

Regulation 1.07

All right, title and interest, including, without limitation, all copyrights and patents, in and to any material produced and invention developed by any member of the Secretariat on behalf of the Agency during his term of employment by the Agency shall vest in the Agency, and no member of the Secretariat shall have any personal right, title or interest whatsoever therein.

Regulation 1.08

Members of the Secretariat shall not accept any honour, decoration, favour, gift or remuneration from any government or from any other source external to the Agency, except for war service, without first obtaining the approval of the Director General. Approval shall be granted only in exceptional cases and where such acceptance would not be incompatible with the terms of these Regulations and with the individual's status as an international civil servant.

Regulation 1.09

Members of the Secretariat may exercise the right to vote but shall not engage in any other political activity.

Regulation 1.10

Any privileges and immunities granted to the Agency or to members of its Secretariat are conferred in the interests of the Agency. Such privileges and immunities shall not excuse members of the Secretariat who enjoy them from performance of their private obligations or from the observance of laws and police regulations. In any case where these privileges and immunities arise, the staff member involved shall immediately report to the Director General who shall decide, in consultation where appropriate with the Board of Governors, whether they shall be waived. In the case of the Director General, the Board of Governors shall have the right to waive immunities. [1]

Regulation 1.11

Members of the Secretariat shall subscribe to the following oath or declaration:

"I solemnly swear (undertake, affirm, promise) to exercise in all loyalty, discretion and conscience, the functions entrusted to me as an international civil servant of the International Atomic Energy Agency, to discharge these functions and regulate my conduct with the interests of the Agency only in view, and not to seek or accept instructions in regard to the performance of my duties from any government or other authority external to the Agency".

Regulation 1.12

The oath or declaration shall be made orally by the Director General at a public meeting of the General Conference and by all other members of the Secretariat orally before the Director General or in writing.

[1] 15 January 1959.

ARTICLE II

CLASSIFICATION OF POSTS AND STAFF

Regulation 2.01

In accordance with budgetary provisions established by the General Conference, the Director General shall make appropriate provision for the classification of posts and staff according to the nature of the duties and responsibilities required.

ARTICLE III

APPOINTMENTS AND PROMOTIONS

Regulation 3.01

The Director General shall be the chief administrative officer of the Agency, and shall be responsible for the appointment of the staff. The paramount consideration in the recruitment, employment and promotion of such staff shall be to secure employees of the highest standards of efficiency, technical competence and integrity. Subject to this consideration, due regard shall be paid to the contributions of Member States and to the importance of recruiting the staff on as wide a geographical basis as possible. Staff members shall be selected without distinction as to race, sex or religion.

Regulation 3.02

The Director General may appoint staff by direct appointment and on a secondment basis.

Regulation 3.03

- (a) The Agency shall be guided by the principle that its permanent staff shall be kept to the minimum compatible with the efficient operation of the Agency.
- (b) Appointments of officials of the rank of Deputy Director General or equivalent shall normally be for a period of not more than five years, subject to extension or renewal. Other staff members shall be granted either permanent appointments, fixed-term appointments for a period of not more than five years, or temporary appointments.
- (c) A fixed-term appointment may be extended or renewed at the discretion of the Director General, if the staff member is willing to accept such extension or renewal. At no time, however, shall such an appointment be deemed to carry any expectation of, or right to, extension, renewal or conversion to another type of appointment.
- (d) The Director General shall decide which staff members may be granted permanent appointments. No such appointment shall be granted or confirmed unless the staff member has served a probationary period of two years; provided, however, that in individual cases the Director General may extend the probationary period for not more than one additional year, or, if a staff member's previous record so warrants, may reduce it to one year, and that, in the case of staff members transferred to the Agency from the United Nations or a specialized agency, the Director General may grant a permanent appointment with retention of seniority, pension and other staff rights without any probationary period.
- (e) Consultants may be engaged either for a specific period or to perform a specific task.

Regulation 3.04

The Director General shall establish appropriate medical standards which prospective staff members shall be required to meet before appointment.

Regulation 3.05

Upon appointment each staff member shall receive a letter of appointment signed by the Director General or his authorized representative. The letter of appointment shall state in so far as applicable:

- (a) That the appointment is subject to the provisions of these Regulations and of the rules applicable to the category of the appointment in question, and to changes which may be duly made in such Regulations and rules from time to time;
- (b) The nature of the appointment;
- (c) The date on which the staff member is required to enter upon his duties;
- (d) The period of appointment, the notice required to terminate it and period of probation, if any;
- (e) The terms of remuneration; and
- (f) Any special conditions which may be warranted to cover exceptional circumstances.

A copy of these Regulations and of the relevant rules promulgated pursuant thereto shall be transmitted to each staff member with his letter of appointment. In accepting appointment, each staff member shall state that he accepts the terms and conditions laid down in these Regulations and in such rules.

Regulation 3.06

Subject to the provisions of Regulations 3.01 and 3.03, and without prejudice to the recruitment of fresh talent at all levels, the fullest regard shall be had in filling vacancies to the qualifications and experience of persons already in the service of the Agency. The decision as to whether any vacancy shall be filled by recruitment or promotion, and in the latter event the decision as to which staff member shall be promoted, shall rest with the Director General.

ARTICLE IV

SEPARATION FROM SERVICE

Termination of appointments

Regulation 4.01

- (a) The Director General may terminate the appointment of a staff member who holds a permanent appointment and whose probationary period has been completed, if the necessities of the service require abolition of the post or reduction of the staff or, if the staff member is, for reasons of health, incapacitated for further service.

(b) The Director General may also, giving his reasons therefor, terminate the appointment of a staff member who holds a permanent appointment:

(i) If the services of the individual concerned prove unsatisfactory;

(ii) If the conduct of the individual indicates that he does not meet the standards of integrity required by the Statute; or

(iii) If facts anterior to the individual's appointment and relevant to his suitability for employment in the Agency come to light which he was obliged to disclose at the time of his appointment, which he deliberately withheld or incorrectly or incompletely disclosed and which, had they been disclosed, would have precluded his appointment.

(iv) If the termination would be in the interest of good administration of the Agency and is agreed upon by the staff member concerned. [2]

(c) No termination under paragraphs (a) and (b) above shall take place in respect of staff of the rank of Head of Division or above without prior consultation with the Board of Governors. No termination under paragraphs (a) and (b) above shall take place in respect of other staff without prior consultation with the Deputy Directors General and the Head of the unit of the staff member concerned. In addition, no termination under sub-paragraphs (b) (ii) and (iii) shall take effect until the matter has been considered and reported on by a special advisory board appointed for that purpose by the Director General.

(d) The Director General may terminate the appointment of a staff member holding a fixed-term appointment before the expiration date thereof for any of the reasons specified in paragraphs (a) and (b) above, or for such other reason as may be specified in the letter of appointment.

(e) In the case of all other staff members, including staff members serving a probationary period for a permanent appointment, or of consultants, the Director General may at any time terminate the appointment, if, in his opinion, such action would be in the interest of the Agency.

Notice of termination

Regulation 4.02

Except in cases of summary dismissal, a staff member whose appointment is terminated by the Director General shall be given:

(a) If he holds a confirmed permanent appointment, and

(i) If his service is less than six years, at least three months' notice of termination or pay in lieu thereof;

(ii) If his service is more than six years, at least six months' notice of termination or pay in lieu thereof;

(b) If he holds a fixed-term appointment of over two years, at least three months' notice of termination or pay in lieu thereof; or

(c) In all other instances, except for conference short-term appointments, at least one month's notice of termination or pay in lieu thereof. [1]

No notice of termination shall be required in the case of expiry at the due date of a fixed-term, conference or other short-term appointment. [1]

[2] 1 January 1977.

Termination indemnities

Regulation 4.03

Except as otherwise provided in these Regulations, a staff member whose appointment is terminated by the Director General shall be paid, in addition to any pay in lieu of notice, an indemnity payment at the rate and under the conditions set forth in Annex I to these Regulations.

Resignation

Regulation 4.04

A staff member may resign from the Secretariat upon giving the Director General the same period of written notice as would be required for termination of his appointment. The Director General may, however, accept a shorter period.

Retirement

Regulation 4.05

Staff members shall not normally be retained in service beyond the age of sixty years. The Director General may, in the interest of the Agency, extend this age limit.

ARTICLE V

SALARIES AND ALLOWANCES

Regulation 5.01

(a) The gross base salary scale for each grade in the Secretariat, in the Professional category or above, shall be that set forth in Annex II to these Regulations. The gross base salary scale applicable at the Agency's headquarters for each grade in the General Service category or any other category which is locally recruited shall be promulgated by the Director General with the approval of the Board of Governors; such salary scales applicable elsewhere shall be promulgated by the Director General. [3]

(b) The base salaries of staff in the Professional and higher categories, which are related to the costs of living of such staff at New York, shall be adjusted according to the schedule of post adjustments set forth in Annex III as necessary from time to time to preserve equivalent standards of living at different offices. The post adjustment applicable to the salaries of staff serving at the Agency's headquarters shall be determined by the Board of Governors; determinations in respect of staff serving elsewhere shall be made by the Director General. [4]

(c) The initial rate of salary of each staff member shall be a rate within the scale for his grade. It shall be specified in his letter of appointment, together with any post adjustment which may be in force at the time of his appointment.

National income taxes and staff assessment plan

Regulation 5.02

(a) The salaries provided for in the scales set forth in Annex II, and the post adjustments set forth in Annex III, are deemed to be exempt from national income taxes. Should such taxes be levied on the salaries or allowances paid by the Agency, they will, unless otherwise specified in the letter of appointment, be reimbursed by the Agency.

[3] 24 February 1965.

[4] 1 January 1974.

(b) The Director General may, with the approval of the Board of Governors, introduce a staff assessment plan by which the salaries of staff members may be made subject to deductions, i.e. staff assessment by the Agency in lieu of national income taxation. The salaries of staff members seconded to the Agency and consultants shall not, however, be subject to any staff assessment plan, unless otherwise specified in the letter of appointment.

Dependency benefits

Regulation 5.03

- (a) Staff members in the Professional and higher categories shall be entitled to dependency allowances. These allowances shall be:
- (i) US \$450 per annum for each dependent child, except that the allowance shall not be paid in respect of the first dependent child if the staff member has no dependent spouse, in which case the staff member shall be entitled to the dependency rate of staff assessment; and [2]
 - (ii) Where there is no dependent spouse, a single annual allowance of \$300 per year for either a dependent parent, a dependent brother or a dependent sister. [2]
- (b) If both husband and wife are staff members, one shall be entitled to allowances for dependent children and the other to the allowance of US \$300 provided for in paragraph (a) (ii) above; [2]
- (c) The Director General may adjust the amount of a dependency allowance with a view to avoiding duplication of benefits and achieving equality between a staff member who receives a dependency allowance solely from the Agency and one who also receives such an allowance from another source; and [5]
- (d) Claims for dependency allowances shall be made each year in writing. The Director General may require a staff member to provide satisfactory evidence in support of his claim. [5]

Education grants [6]

Regulation 5.04

- (a) The Director General shall establish terms and conditions under which an education grant shall be available to a staff member serving outside his recognized home country, with respect to each dependent child who is in full-time attendance at a school, university, or similar educational institution of a type which will, in the opinion of the Director General, facilitate the child's re-assimilation in the staff member's recognized home country. The grant shall be payable in respect of the child up to the end of the fourth year of post-secondary studies or the award of the first recognized degree, whichever is the earlier. The amount of the grant per scholastic year for each child shall be the sum of 75 per cent of the first \$3000 of admissible educational expenses, 50 per cent of the next \$1000 of such expenses and 25 per cent of the next \$1000, up to a maximum grant of \$3000. Travel costs of the child may also be paid for an outward and return journey once in each scholastic year between the educational institution and the duty station, except that, in the case of staff members serving at field duty stations designated by the Director General as having no schools which provide schooling in the language or in the cultural tradition desired by staff members for their children, such travel costs may be paid twice in the year in which the staff member is not entitled to home leave. Such travel shall be by a route approved by the Director General, but the cost shall not exceed the cost of an outward and return journey between the home country and the duty station.
- (b) The Director General shall also establish terms and conditions under which an education grant shall be available to a staff member serving in a country whose language is different from his own and who is obliged to pay tuition fees for the teaching of the mother tongue to a dependent child attending a local school in which the instruction is given in a language other than his own.
- (c) The Director General shall also establish terms and conditions under which an education grant shall be available to a staff member whose child is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him in overcoming the disability. The amount of this grant per year for each disabled child shall be equal to 75 per cent of the educational expenses actually incurred up to US \$5000, subject to a maximum grant of US \$3750.

[5] 1 January 1975.

[6] 27 February 1981.

ARTICLE VI

REPATRIATION GRANT

Regulation 6.01

On separation from the service, a staff member whom the Agency is liable to repatriate shall be entitled to a repatriation grant in accordance with the provisions of Annex V to these Regulations. [7]

ARTICLE VII

LEAVE AND SICK LEAVE

Regulation 7.01

A member of the Secretariat in the Professional category or above shall be allowed annual leave at the rate of six weeks for each calendar year of service. Staff in other categories shall be allowed annual leave as provided in rules promulgated by the Director General. Such leave shall be taken as the requirements of the service permit and shall be cumulative provided, however, that not more than twelve weeks may be carried forward.

Regulation 7.02

Eligible members of the Secretariat shall be granted home leave once in every two years subject to rules promulgated by the Director General. However, in the case of service at field duty stations designated by the Director General as having very difficult or difficult conditions of life and work, eligible staff members may be granted home leave once every 12 months or 18 months respectively. [6] A member of the Secretariat whose home country is the country of his official duty station or who continues to reside in his home country while performing his official duties shall not be eligible for home leave.

Regulation 7.03

The Director General may, in exceptional cases, grant special leave on such terms and conditions as he deems appropriate.

Regulation 7.04

The Director General may make appropriate rules governing the grant of sick leave and maternity leave.

ARTICLE VIII

SOCIAL SECURITY

Pension scheme

Regulation 8.01

Provision shall be made for the participation of eligible members of the Secretariat in the United Nations Joint Staff Pension Fund in accordance with the Regulations of that Fund. The Director General shall determine which categories of locally-recruited staff shall participate in the Austrian social security system and the terms of such participation. [1]

[7] 1 January 1964.

Regulation 8.02

The Director General may reimburse the cost of continuation of such social security measures as health insurance and pension fund participation to the employer from whom a member of the Secretariat has been seconded pursuant to Regulation 3.02. Members of the Secretariat who choose this alternative will be ineligible to participate in the United Nations Joint Staff Pension Fund. [1]

Health insurance**Regulation 8.03**

The Director General may, with the approval of the Board of Governors, establish, either by a fund financed by the Agency or by contracting with a commercial organization, a scheme of insurance for medical and hospital expenses for members of the Secretariat who may not be adequately covered by State schemes of health insurance. Membership in such an Agency scheme may be made compulsory for all members of the Secretariat, who may also be required to contribute all or part of its cost.

Compensation for accident, illness or death attributable to the performance of official duties**Regulation 8.04**

The Director General shall, with the approval of the Board of Governors, draw up a scheme for the compensation of members of the Secretariat in the event of their suffering accident, illness or death attributable to the performance of official duties on behalf of the Agency. Pending the approval of such a scheme, members of the Secretariat, other than those who are seconded from the United Nations Secretariat, will be covered through standard commercial insurance with respect to accidental death and dismemberment and medical expenses.

ARTICLE IX**TRAVEL AND REMOVAL EXPENSES****Travel expenses****Regulation 9.01**

Subject to rules promulgated by the Director General, with the approval of the Board of Governors, the Agency shall, in appropriate cases, pay the travel expenses of staff members on appointment, change of duty station, official business and separation from service, and, in appropriate cases and in accordance with rules to be promulgated by the Director General, with the approval of the Board of Governors, shall also pay the travel expenses of their dependants.

Removal of household effects**Regulation 9.02**

A staff member appointed for a period of not less than two years, or transferred from one office to another for a period of not less than two years, shall in principle be entitled to be paid the cost of removal of his household effects subject to rules promulgated by the Director General. Where, however, the Director General considers that it is in the interest of the Agency to do so, having regard to the cost of removal and the probable period of appointment or transfer, he may elect not to offer to pay the cost of removal of household effects and to pay instead an assignment allowance at the rate and under the conditions set forth in Annex IV to these Regulations.

Regulation 9.03

On separation from the service, a staff member whose removal expenses have been paid by the Agency on appointment, and whom the Agency is obliged to repatriate, shall be entitled to the cost of removal of his household effects, subject to rules promulgated by the Director General. [1]

ARTICLE X

STAFF RELATIONS

Regulation 10.01

- (a) A Staff Council, elected by the staff members, shall be established for the purpose of ensuring continuous contact between the staff members and the Director General.
- (b) The Staff Council shall be composed in such a way as to afford equitable representation to all levels of the staff.
- (c) Election of the Staff Council shall take place annually under regulations drawn up by the Staff Council and agreed to by the Director General.

Regulation 10.02

The Director General shall establish administrative machinery with staff participation to advise him regarding personnel policies and general questions of staff welfare and to make to him such proposals as it may desire for amendment of the Staff Regulations and Rules.

ARTICLE XI

DISCIPLINARY MEASURES

Regulation 11.01

The Director General may impose such disciplinary measures as are in his opinion appropriate on staff members whose conduct is unsatisfactory. He may summarily dismiss a staff member for serious misconduct.

ARTICLE XII

APPEALS

Regulation 12.01

The Director General shall establish administrative machinery with staff participation to advise him in case of any appeal by a staff member against an administrative decision in which the staff member alleges the non-observance of the terms of his appointment, including all pertinent Regulations and rules, or of appeals against disciplinary action.

Regulation 12.02

The Board of Governors shall make arrangements for the hearing by an independent tribunal of an appeal by a staff member against any administrative decision directly affecting him taken pursuant to Regulations 4.01 or 12.01.

ARTICLE XIII**GENERAL PROVISIONS****Regulation 13.01**

These Staff Regulations may be supplemented or amended by the Board of Governors without prejudice to the acquired rights of members of the Secretariat.

Regulation 13.02

The Board of Governors shall report annually to the General Conference all such amendments.

ARTICLE XIV**DEFINITIONS****Regulation 14.01**

Staff appointed on a secondment basis shall mean staff on loan from their regular employer.

Regulation 14.02

Members of the Secretariat shall mean the Director General and staff members appointed by him, whether on a secondment basis or by direct appointment, to full-time duties with the Agency, whose contracts specify that they are subject to these Regulations.

Regulation 14.03

Staff members shall mean persons appointed by the Director General, whether on a secondment basis or by direct appointment, to full-time duties with the Agency, whose contracts specify that they are subject to these Regulations.

ARTICLE XV

SERVICE WITH THE PREPARATORY COMMISSION

Regulation 15.01

For the purposes of these Regulations, the Director General may, in appropriate cases, treat service with the Preparatory Commission of the International Atomic Energy Agency as if it were service with the Agency.

ANNEX I

TERMINATION INDEMNITIES [1]

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

(a) Except as provided in paragraphs (b), (c), (d), (e) and (f) below, the termination indemnity shall be paid in accordance with the following schedule.

Completed years of service	Amount of indemnity in terms of months of pensionable remuneration less staff assessment		
	Staff members holding a permanent appointment	Staff members holding a probationary appointment	Staff members holding a fixed-term appointment exceeding six months ^{a/}
Less than 1	Not applicable	Nil)	
1	Not applicable	1)	
2	3	1)	One week for each month of uncompleted service subject to a minimum of six weeks' and a maximum of three months' indemnity pay
3	3	2)	
4	4	3)	
5	5	4)	
6	6	5	
7	7	6	3
8	8	7	5
9	9	9	7
10	9.5	9.5	9
11	10	10	9.5
12	10.5	10.5	10
13	11	11	10.5
14	11.5	11.5	11
15	12	12	11.5
or more			12

^{a/} Staff members holding a fixed-term appointment on 31 December 1976 shall, until the expiration of their current contracts, continue to be entitled to one week's indemnity pay for each month of uncompleted service but not less than six weeks' indemnity pay, unless the schedule set out in this Annex is more favourable.

(b) A staff member whose appointment is terminated for reasons of health shall receive an indemnity equal to the indemnity provided under paragraph (a) of this Annex reduced by the amount of any disability benefit that the staff member may receive under any permanent pension scheme to which the Agency contributes for the number of months to which the indemnity rate corresponds.

(c) A staff member whose appointment is terminated for reasons specified in Staff Regulation 4.01 (b) (i), (ii) or (iii) may be paid, at the discretion of the Director General, an indemnity not exceeding one half of the indemnity provided under paragraph (a) of this Annex.

[1] 1 January 1977.

(d) If the termination of the appointment is in the interest of the good administration of the Agency and is agreed upon by the staff member, the Director General may, if he considers it justified in the particular circumstances of the termination, increase the amount of the indemnity set out in paragraph (a) of this Annex by up to 50 per cent.

(e) No indemnity payments shall be made to:

(i) A staff member who resigns, except where termination notice has previously been given and the termination date agreed upon;

(ii) A staff member who has a probationary appointment which is terminated during the first year of service;

(iii) A staff member who has a fixed-term appointment which is completed on the expiration date specified in the letter of appointment;

(iv) A staff member who is summarily dismissed;

(v) A staff member who abandons his post; or

(vi) A staff member who is retired under any permanent pension scheme to which the Agency contributes.

(f) Staff members specifically engaged for conference and other short-term service or as consultants or as experts may be paid termination indemnity if and as provided in their letters of appointment.

ANNEX II

GROSS BASE SALARY SCALES

A. Salary scales for Professional and higher categories showing annual gross base and the net equivalent after application of staff assessment [1] (in United States dollars)

Grade		Step I	Step II	Step III	Step IV	Step V	Step VI	Step VII	Step VIII	Step IX	Step X	Step XI	Step XII	Step XIII
P-1	Gross	18 200	18 964	19 740	20 516	21 318	22 120	22 935	23 724	34 513	25 285			
	Net D ^{2/}	15 166.00	15 693.16	16 228.60	16 748.56	17 277.88	17 807.20	18 345.10	18 865.84	19 371.19	19 857.55			
	Net S	14 304.00	14 792.96	15 289.60	15 770.24	16 258.67	16 747.08	17 243.42	17 723.92	18 189.03	18 636.02			
P-2	Gross	24 233	25 097	25 967	26 832	27 706	28 589	29 492	30 387	31 285	32 184	33 078		
	Net D	19 194.79	19 739.11	20 287.21	20 832.16	21 382.78	21 927.29	22 478.12	23 024.67	23 571.85	24 120.24	24 663.24		
	Net S	18 026.91	18 527.17	19 030.90	19 531.73	20 037.78	20 533.72	21 033.68	21 528.02	22 024.61	22 521.76	23 013.80		
P-3	Gross	30 518	31 589	32 648	33 713	34 814	35 939	37 055	38 157	39 202	40 237	41 282	42 315	43 375
	Net D	23 103.98	23 757.29	24 403.28	25 031.54	25 670.12	26 322.62	26 969.90	27 605.92	28 191.12	28 770.72	29 355.92	29 934.40	30 516.75
	Net S	21 600.46	22 192.72	22 778.35	23 345.90	23 921.73	24 510.10	25 093.77	25 666.66	26 190.21	26 708.74	27 232.29	27 749.82	28 270.75
P-4	Gross	38 167	39 398	40 630	41 862	43 101	44 367	45 627	46 887	48 211	49 547	50 884	52 173	
	Net D	27 611.52	28 300.88	28 990.80	29 680.72	30 371.53	31 042.51	31 710.31	32 378.11	33 079.83	33 771.50	34 440.00	35 084.50	
	Net S	25 671.67	26 288.40	26 905.63	27 522.87	28 140.88	28 740.96	29 338.20	29 935.44	30 563.02	31 180.42	31 775.38	32 348.99	
P-5	Gross	48 661	50 086	51 595	52 856	54 218	55 605	57 005	58 405	59 818	61 231			
	Net D	33 318.23	34 041.00	34 745.50	35 426.00	36 107.00	36 788.40	37 460.40	38 132.40	38 810.64	39 485.42			
	Net S	30 776.32	31 420.27	32 047.28	32 652.92	33 259.01	33 864.13	34 459.13	35 054.13	35 654.65	36 251.95			
D-1	Gross	55 919	57 732	59 531	61 342	63 193	64 998	66 755						
	Net D	36 930.12	37 809.36	38 672.88	39 537.03	40 397.75	41 237.07	42 054.08						
	Net S	33 997.58	34 768.10	35 532.68	36 297.57	37 058.33	37 800.18	38 522.31						
D-2	Gross	67 009	68 931	70 908	72 927									
	Net D	42 172.19	43 051.95	43 941.60	44 850.15									
	Net S	38 626.70	39 407.34	40 200.11	41 009.73									
DDG	Gross	85 864												
	Net D	80 524.52												
	Net S	46 042.46												

^{2/} D = Net base salary applicable to staff members with a dependent spouse or child.
S = Net base salary applicable to staff members without a dependent spouse or child.

Notes:

1. A Principal Officer (D-1) shall, for the purposes of the Agency, be considered to be at the Director level.
2. Salary increments within the scales set forth above shall be awarded annually on the basis of satisfactory service, except that beginning at Step IV of the Principal Officer's grade (D-1), the period of satisfactory service required for further salary increments shall be two years. [2]
3. A representation allowance may, if the Board of Governors so decides, be paid in amounts determined by the Board to officials of the Director level or above who have expenses of a representational nature. Alternatively, such officials may, subject to rules to be promulgated by the Director General, be reimbursed for actual hospitality expenditure within the limits fixed by the Board of Governors.

[1] 1 January 1981.

[2] 1 January 1966.

B. General Service category or other categories which are mainly recruited locally in the area of the office concerned

1. The salary scale for staff in these categories shall be set by the Director General, with the approval of the Board of Governors in the case of staff serving at the Agency's headquarters, and promulgated in the rules applicable to the office concerned. The scales shall be determined on the basis of the best prevailing conditions of employment in the locality concerned provided that the Director General may, where he deems it appropriate, establish rules and salary limits for payment of a non-resident's allowance to General Service staff members recruited from outside the locality. [3]
2. If the salaries of staff in these categories are subject to national income taxes, the Director General may, with the approval of the Board of Governors, set the scales in terms of gross taxable salaries and exempt such salaries from staff assessment, in which case no reimbursement of tax shall be made. [4]
3. The scales of pay of staff in these categories shall provide for annual increments subject to satisfactory service.
4. The Director General shall establish rules under which a language allowance may be paid to staff members in the General Service and the Maintenance and Operatives Service categories who pass an appropriate test and demonstrate continued proficiency in the use of either two or more official languages, or in one official language and in the language of his duty station if the latter is not his mother tongue. [4]
5. Dependency allowances may be set for staff members in the General Service category at rates and under conditions to be determined by the Director General, due regard being given to the circumstances of the staff member's duty station.

C. Other categories

The Director General shall determine the salary rates for persons specifically engaged for conferences and other short-term service, for consultants, and for technical assistance experts.

[3] 24 February 1965.

[4] 1 January 1964.

ANNEX III

SCHEDULE OF POST ADJUSTMENTS [1]

(Amount per index point in United States dollars)

A. Additions for duty stations where cost of living is higher than at the base^{a/}

Grade		Step I	Step II	Step III	Step IV	Step V	Step VI	Step VII	Step VIII	Step IX	Step X	Step XI	Step XII	Step XIII
P-1	D ^{b/}	135.08	139.65	144.18	148.74	153.30	157.84	162.69	166.66	170.94	175.22			
	S	126.71	131.23	135.53	139.84	144.16	148.19	152.50	156.24	160.29	164.03			
P-2	D	169.42	174.53	179.03	183.88	188.67	193.50	198.32	202.84	207.66	212.49	217.00		
	S	159.05	163.32	167.60	171.92	176.50	180.81	185.11	189.40	193.72	198.00	202.30		
P-3	D	203.93	209.79	215.03	220.02	225.58	231.16	237.00	242.60	247.34	251.80	256.53	260.99	266.06
	S	190.21	195.56	200.31	204.77	209.84	214.89	220.26	225.35	229.59	233.54	238.06	242.00	246.59
P-4	D	242.89	248.36	253.86	259.02	265.11	269.72	274.34	278.97	283.81	289.93	295.70	301.26	
	S	225.65	230.61	235.60	240.30	245.58	249.72	253.83	257.96	262.35	267.64	272.98	278.03	
P-5	D	289.79	294.25	298.49	302.78	307.64	311.64	316.55	321.16	325.73	330.02			
	S	267.75	271.75	275.52	279.31	283.70	286.94	291.36	295.46	299.28	303.39			
D-1	D	315.32	320.80	325.96	331.42	336.61	342.16	347.44						
	S	290.33	295.35	299.78	304.49	308.95	313.76	318.56						
D-2	D	347.25	354.80	362.31	369.82									
	S	318.40	324.91	331.73	338.24									
DDG	D	416.77												
	S	379.37												

^{a/} For each 5% by which the cost of living of duty stations above the base 100 exceeds the index of the preceding class, a post adjustment will be added to the net base salary of a staff member serving in that duty station. The addition will be the amount of post adjustment corresponding to one index point (as shown in this table) multiplied by the number of index points constituting the interval between the respective two classes.

^{b/} D = Rate of post adjustment applicable to staff members with a dependent spouse or child.
S = Rate of post adjustment applicable to staff members with no dependent spouse or child.

B. Deductions for duty stations where costs of living is lower than at the base^{a/}

Grade		Step I	Step II	Step III	Step IV	Step V	Step VI	Step VII	Step VIII	Step IX	Step X	Step XI	Step XII	Step XIII
P-1	D ^{b/}	121.27	125.47	129.72	133.94	138.15	142.36	146.67	150.74	154.85	158.85			
	S	114.10	118.02	122.00	125.94	129.82	133.66	137.59	141.33	145.12	148.76			
P-2	D	153.39	157.91	162.29	166.65	171.06	175.41	179.82	184.19	188.51	192.95	197.30		
	S	143.80	147.88	151.92	155.88	159.93	163.89	167.90	171.91	175.88	179.86	183.83		
P-3	D	184.83	190.05	195.22	200.25	205.35	210.57	215.75	220.84	225.52	230.16	234.84	239.47	244.12
	S	172.47	177.22	181.91	186.47	191.11	195.05	200.54	205.14	209.36	213.54	217.80	221.97	226.15
P-4	D	220.88	226.40	231.92	237.44	242.97	248.25	253.49	258.73	264.23	269.79	275.29	280.54	
	S	205.18	210.17	215.16	220.15	225.09	229.84	234.54	239.24	244.18	249.14	254.08	258.78	
P-5	D	266.47	272.23	277.83	283.20	288.66	293.97	299.38	304.74	310.15	315.51			
	S	246.20	251.36	256.35	261.16	266.04	270.73	275.55	280.33	285.10	289.91			
D-1	D	295.35	302.25	309.15	316.05	322.93	329.55	335.97						
	S	271.97	278.14	284.26	290.38	296.46	302.31	308.01						
D-2	D	336.77	344.05	351.33	359.70									
	S	308.72	315.14	321.60	328.07									
DDG	D	404.19												
	S	367.96												

^{a/} For each 5% by which the cost of living of a duty station is below the base 100, a post adjustment will be deducted from the net base salary of the staff member serving in that duty station. The deduction will be the amount of post adjustment corresponding to one index point (as shown in this table) multiplied by the number of index points constituting the interval between the respective two classes.

^{b/} D = Rate of post adjustment applicable to staff members with a dependent spouse or child.

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

ANNEX IV

ASSIGNMENT ALLOWANCE

1. The assignment allowance provided for in Regulation 9.02 shall be paid according to the following scale: [1]

Grade	To a staff member at a duty station			
	In Europe or North America		Elsewhere	
	Having neither spouse nor child in respect of whom a dependency allowance is payable (United States dollars net) per annum	Having a spouse or child in respect of whom a dependency allowance is payable (United States dollars net) per annum	Having neither spouse nor child in respect of whom a dependency allowance is payable (United States dollars net) per annum	Having a spouse or child in respect of whom a dependency allowance is payable (United States dollars net) per annum
P-1 or P-2	800	1000	1600	2000
P-3 or P-4	950	1200	1600	2000
P-5 or above	1100	1400	1900	2400

2. The assignment allowance shall be paid only when the Agency does not pay the cost of removal of household effects. It shall be paid only to staff members appointed or transferred to a duty station other than Headquarters or where the Agency has an established office, and provided the duty station is not the normal place of residence and the period of appointment or transfer is expected to be more than one year but less than five years. However, if a staff member serving at a duty station outside Europe and North America who has been in receipt of the assignment allowance is maintained at the same duty station, by the initiative of the Agency, beyond a continuous duration of five years, the Director General may authorize extension of the period of entitlement to the assignment allowance for a single finite period not exceeding two years. No further extension may be granted. [2]

[1] 19 September 1975.

[2] 27 February 1981.

ANNEX V

REPATRIATION GRANT

1. In principle a repatriation grant shall be payable to staff members whom the Agency is liable to repatriate; the grant shall not, however, be paid to a staff member who is summarily dismissed. Rules governing the payment of repatriation grants shall be promulgated by the Director General. The amount of the grant shall vary with the length of service with the Agency. [1]

2. Repatriation grants shall be paid at the following rates: [2]

Years of continuous service away from the home country	Amount of grant in terms of weeks of pensionable remuneration less staff assessment		
	Staff member with a spouse or a dependent child at time of separation	Staff member with neither a spouse nor a dependent child at time of separation	
		Professional and higher categories	General Service category
1	4	3	2
2	8	5	4
3	10	6	5
4	12	7	6
5	14	8	7
6	16	9	8
7	18	10	9
8	20	11	10
9	22	13	11
10	24	14	12
11	26	15	13
12 or more	28	16	14

[1] 1 January 1964.

[2] 1 January 1977.

INDEX

Subject	Regulations
A	
Acceptance of honours and awards	1.08
Advisory machinery	10.02
Amendment of the Regulations	10.02, 13.01, 13.02
Appeals	12.01, 12.02
Appointments	
Basic considerations	3.01
Direct appointment and secondment	3.02
Filling of vacancies	3.06
Letters of appointment	3.05
Medical standards for	3.04
Termination of	4.01
Types of	3.03
Assignment allowance	9.02, Annex IV
C	
Classification of posts and staff	2.01
Compensation for accident, illness or death	8.04
Conduct	1.05
Confidential nature of duties	1.06
Copyrights and patents	1.07
D	
Definitions	
"Members of the Secretariat"	14.02
"Staff appointed on a secondment basis"	14.01
"Staff members"	14.03
Dependency benefits	5.03
Disciplinary measures	11.01
Documents, issue of	1.03
E	
Education grant	5.04
H	
Health insurance	8.03
Arrangements for seconded staff	8.02
Honours and awards	1.08
I	
Income tax	5.02
Independence (of Secretariat)	1.04
L	
Leave	
Annual leave	7.01
Home leave	7.02
Sick and maternity leave	7.04
Special leave	7.03

Subject	Regulations
O	
Oath of service	1.11, 1.12
Outside activities	1.05
P	
Pensions	8.01
Arrangements for seconded staff	8.02
Political activity	1.09
Post adjustment to salaries	5.01 (b), (c), Annex III
Preparatory Commission, service with the	15.01
Privileges and immunities	1.10
R	
Removal expenses	—
On appointment or transfer	9.02
On separation	9.03
Repatriation grant	6.01, Annex V
Resignation	4.04
Responsibilities	1.01
Retirement	4.05
Rules	10.02
Amendment of	Preamble
Promulgation of	
S	
Salaries	5.01, Annex II
Secondment	3.02, 8.02, 14.01
Staff	
Not to accept external instructions	1.04
To be subject to the Director General's authority	1.02
To exercise discretion in disclosing information <i>(See also entries as appropriate)</i>	1.06
Staff assessment	5.02
Staff consultation	10.02
Staff Council	10.01
T	
Termination of appointments	4.01
Notice of termination	4.02
Termination indemnities	4.03, Annex I
Travel	9.01