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|  | **Document C18/INF/11-E** |
| **8 March 2018** |
| **English only** |
| Note by the Secretary-General | |
| STAFF RULES APPLICABLE TO ELECTED OFFICIALS | |

At its 2017 Session, the Council approved, by its Resolution 1388, that the elements of the new compensation package for staff in the professional and higher categories adopted by the Council in its Decision 593 as proposed by the International Civil Service Commission and approved by the General Assembly of the United Nations in its Resolution 70/244 of 23 December 2015, be applicable to elected officials. The Council further instructed the Secretary-General to revise accordingly the Staff Regulations and Staff Rules applicable to elected officials for presentation of the Staff Regulations to the next session of the Council.

As per No. 63 of the ITU Convention and Staff Regulation X.1 of Staff Regulations applicable to elected officials, Council is competent for amending those Staff Regulations.

[Document C18/68](https://www.itu.int/md/S18-CL-C-0068/en) contains the draft resolution and in its annex the draft amendments to Staff Regulations.

The Annex to this document contains the draft amendments to Staff Rules applicable to elected officials, which are falling under the competence of the Secretary-General, in accordance with its Staff Rule XI.1.1. These amendments are submitted for information to the Council. They will be promulgated by the Secretary General after the amendments to the Staff Regulations have been approved by the Council.

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| **Amended Rule with revision marks** | **Amended Rule** | ***Rationale for change*** |
| **Rule II.3.1 Definitions**  For the purposes of education grant entitlements:  a) "Child" shall be a child for whom the elected official has the responsibility in accordance with Rule II.4.  b) "Disabled child" shall be a child who is unable, by reasons 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.  c) "Home country" shall be the country of home leave of the elected official. If both parents are eligible staff members, "home country" shall be the country of home leave of either parent.  d) "Admissible expenses" shall be tuition, mother tongue language tuition and enrolment-related fees | **Rule II.3.1 Definitions**  For the purposes of education grant entitlements:  a) "Child" shall be a child for whom the elected official has the responsibility in accordance with Rule II.4.  b) "Disabled child" shall be a child who is unable, by reasons 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.  c) "Home country" shall be the country of home leave of the elected official. If both parents are eligible staff members, "home country" shall be the country of home leave of either parent.  d) "Admissible expenses" shall be tuition, mother tongue language tuition and enrolment-related fees |  |
| Rule II.3.2 Eligibility 1. The education grant shall not be payable in respect of:  a) attendance at a kindergarten or nursery school at the pre-primary level;  b) attendance at a free school or one charging only nominal fees at the duty station;  c) correspondence courses, except those which in the opinion of the Secretary-General are the best available substitute for full-time attendance at a school of a type not available at the duty station;  d) private tuition, except mother tongue language tuition at duty stations where satisfactory school facilities for learning that language are not available;  e) vocational training or apprenticeships which either do not involve full-time schooling or in which the child receives payment for services rendered.  2. The grant shall be payable up to the end of the school year in which the child completes four years of post-secondary studies or is awarded the first recognized degree whichever is the earlier. The grant will not normally be paid beyond the scholastic year in which the child reaches the age of 25. If the child’s education is interrupted for at least one school year by national service, illness or other compelling reasons, the period of eligibility shall be extended by the period of interruption. National service shall not include periods for which a child enlists voluntarily or periods spent in fulfilling the obligation of military service. | Rule II.3.2 Eligibility 1. The education grant shall not be payable in respect of:  a) attendance at a kindergarten or nursery school at the pre-primary level;  b) attendance at a free school or one charging only nominal fees at the duty station;  c) correspondence courses, except those which in the opinion of the Secretary-General are the best available substitute for full-time attendance at a school of a type not available at the duty station;  d) private tuition, except mother tongue language tuition at duty stations where satisfactory school facilities for learning that language are not available;  e) vocational training or apprenticeships which either do not involve full-time schooling or in which the child receives payment for services rendered.  2. The grant shall be payable up to the end of the school year in which the child completes four years of post-secondary studies or is awarded the first recognized degree whichever is the earlier. The grant will not normally be paid beyond the scholastic year in which the child reaches the age of 25. If the child’s education is interrupted for at least one school year by national service, illness or other compelling reasons, the period of eligibility shall be extended by the period of interruption. National service shall not include periods for which a child enlists voluntarily or periods spent in fulfilling the obligation of military service. |  |
| Rule II.3.3 Amount of the education grant 1. Admissible expenses actually incurred shall be reimbursed at the rates indicated in the global sliding scale established in Annex IV to Staff Regulations.  2. Capital assessment fees charged by educational institutions may be reimbursed outside the education grant scheme, under conditions established by the Secretary-General.  3. Where attendance is for less than two-thirds of the scholastic year, the amount of the grant (including reimbursement of capital assessment fees, where applicable) shall be that proportion of the annual grant which the period of attendance bears to the full scholastic year. 4. Where the period of service of the elected official does not cover the full scholastic year, the amount of the grant (including reimbursement of capital assessment fees, where applicable) shall normally be that proportion of the annual grant which the period of service bears to the full scholastic year. 5. Advances equal to the estimated amount of the education grant (including boarding lump sum and reimbursement of capital assessment fees, where applicable) may be paid as from the beginning of each school year, under conditions established by the Secretary-General. | Rule II.3.3 Amount of the education grant 1. Admissible expenses actually incurred shall be reimbursed at the rates indicated in the global sliding scale established in Annex IV to Staff Regulations.  2. Capital assessment fees charged by educational institutions may be reimbursed outside the education grant scheme, under conditions established by the Secretary-General.  3. Where attendance is for less than two-thirds of the scholastic year, the amount of the grant (including reimbursement of capital assessment fees, where applicable) shall be that proportion of the annual grant which the period of attendance bears to the full scholastic year. 4. Where the period of service of the elected official does not cover the full scholastic year, the amount of the grant (including reimbursement of capital assessment fees, where applicable) shall normally be that proportion of the annual grant which the period of service bears to the full scholastic year. 5. Advances equal to the estimated amount of the education grant (including boarding lump sum and reimbursement of capital assessment fees, where applicable) may be paid as from the beginning of each school year, under conditions established by the Secretary-General. |  |
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| Rule II.3.4 Mother tongue language tuition The Secretary-General shall decide in each case whether the education grant shall be paid for tuition for teaching of the mother tongue under Staff Rule II.3.2,paragraph 1.d). | Rule II.3.4 Mother tongue language tuition The Secretary-General shall decide in each case whether the education grant shall be paid for tuition for teaching of the mother tongue under Staff Rule II.3.2,paragraph 1.d). |  |
| Rule II.3.5 Claims Claims for education grants shall be submitted in writing and supported by evidence satisfactory to the Secretary-General. | Rule II.3.5 Claims Claims for education grants shall be submitted in writing and supported by evidence satisfactory to the Secretary-General. |  |
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| Rule II.3.6 Special education grant for disabled children 1. A special education grant for disabled children shall be available to elected officials, regardless of whether or not they are serving in their home country.  2. Admissible expenses for the special education grant referred to in Regulation II.3, paragraph 2 shall include those educational expenses required to provide an educational programme designed to meet the needs of the child so that he may attain the highest level of functional ability, under conditions established by the Secretary-General.  3. The amount of the grant shall be 100 per cent of the admissible educational expenses actually incurred subject to a maximum reimbursement equal to the upper limit of the top bracket of the global sliding scale established in Annex IV to Staff Regulations.  4. Where the educational institution provides boarding, the actual expenses for boarding shall be included in the calculation of the admissible expenses, subject to a maximum reimbursement equal to the upper limit of the top bracket of the global sliding scale established in Annex IV to Staff Regulations plus the amount of USD 5,000 equivalent to the lump-sum for boarding assistance.  5. The grant shall be computed on the basis of the calendar year, if the child is unable to attend a normal educational institution, or on the basis of the school year, if the child is in full-time attendance at a normal educational institution while receiving special teaching or training. The grant shall be payable in respect of any disabled child from the date on which the special teaching or training is required up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of 25 years. In exceptional cases, the age limit may be extended up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of 28 years.  6. In addition to the grant payable in accordance with the present Regulation, expenditure for the acquisition of special equipment required for the integration of a disabled child, where not covered by the health insurance scheme, may be refunded up to an annual limit of USD 1,000 upon presentation of a claim supported by evidence.  7. Where the period of service does not cover the full school year of calendar year, the amount of the grant (including reimbursement of capital assessment fees, where applicable), shall normally be that proportion of the annual grant which the period of service bears to the full school or calendar year.  8. Claims for the grant shall be submitted annually in writing and supported by medical evidence satisfactory to the Secretary-General regarding the child’s disability. The elected official shall also be required to provide evidence that he has exhausted all other sources of benefits that may be available for the education and training of the child. The amount of educational expenses used as the basis for the calculation of the special education grant shall be reduced by the amount of any benefits so received or receivable by the elected official. | Rule II.3.6 Special education grant for disabled children 1. A special education grant for disabled children shall be available to elected officials, regardless of whether or not they are serving in their home country.  2. Admissible expenses for the special education grant referred to in Regulation II.3, paragraph 2 shall include those educational expenses required to provide an educational programme designed to meet the needs of the child so that he may attain the highest level of functional ability, under conditions established by the Secretary-General.  3. The amount of the grant shall be 100 per cent of the admissible educational expenses actually incurred subject to a maximum reimbursement equal to the upper limit of the top bracket of the global sliding scale established in Annex IV to Staff Regulations.  4. Where the educational institution provides boarding, the actual expenses for boarding shall be included in the calculation of the admissible expenses, subject to a maximum reimbursement equal to the upper limit of the top bracket of the global sliding scale established in Annex IV to Staff Regulations plus the amount of USD 5,000 equivalent to the lump-sum for boarding assistance.  5. The grant shall be computed on the basis of the calendar year, if the child is unable to attend a normal educational institution, or on the basis of the school year, if the child is in full-time attendance at a normal educational institution while receiving special teaching or training. The grant shall be payable in respect of any disabled child from the date on which the special teaching or training is required up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of 25 years. In exceptional cases, the age limit may be extended up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of 28 years.  6. In addition to the grant payable in accordance with the present Regulation, expenditure for the acquisition of special equipment required for the integration of a disabled child, where not covered by the health insurance scheme, may be refunded up to an annual limit of USD 1,000 upon presentation of a claim supported by evidence.  7. Where the period of service does not cover the full school year of calendar year, the amount of the grant (including reimbursement of capital assessment fees, where applicable), shall normally be that proportion of the annual grant which the period of service bears to the full school or calendar year.  8. Claims for the grant shall be submitted annually in writing and supported by medical evidence satisfactory to the Secretary-General regarding the child’s disability. The elected official shall also be required to provide evidence that he has exhausted all other sources of benefits that may be available for the education and training of the child. The amount of educational expenses used as the basis for the calculation of the special education grant shall be reduced by the amount of any benefits so received or receivable by the elected official. |  |
| **Rule II.4.1: Definition of dependency**  For the purpose of these Staff Regulations and Staff Rules:   1. A "*dependant spouse*" shall be a spouse whose occupational earnings, if any, do not exceed the lowest entry level of the United Nations General Service gross salary scales in force on 1 January of the year concerned for the duty station in the country of the spouse’s place of work, provided that the amount shall not at any duty station be less than the equivalent of the lowest entry level at the base of the salary system (G-2, step 1, for New York); 2. A “single parent” shall be an elected officials who fulfils all the following conditions: 3. has a dependent child; 4. is single, widowed, legally separated or divorced; 5. has sole financial responsibility for the child; iv. is not in receipt of financial support for the dependent child above an amount to be established by the Secretary-General;   c) i) A "dependent child" shall be:  a. an elected official's natural or legally adopted child, or  b. an elected official's stepchild, if residing with the elected official,  under the age of 18 years or, if the child is in full-time attendance at a school or university (or similar educational institution), under the age of 21 years, for whom the elected official provides main and continuing support. The Secretary-General shall establish special conditions under which other children, who fulfil the age, school attendance and support requirements indicated above, may be regarded as dependent children of an elected official. If a child over the age of 18 years is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration, the requirements as to school attendance and age shall be waived.  ii) An elected official claiming a child as dependent must certify that he has assumed responsibility for the main and continuing support of that child. Documentary evidence satisfactory to the Secretary-General, must always be produced in support of the claim in the following cases:  a. if divorce or legal separation has occurred and the natural or legally adopted child is not residing with the elected official;  b. where legal adoption is not possible and the child is residing with the elected official who has responsibility for him as a member of the family;  c. if the child is married.  d) A "secondary dependant" shall be the father, mother, brother or sister of whose financial support the elected official provides one half or more, and in any case at least twice the amount of the dependency allowance, provided that the brother or sister fulfils the same age and school attendance requirements established for a dependent child. If the brother or sister is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration, the requirements as to school attendance and age shall be waived. | **Rule II.4.1: Definition of dependency**  For the purpose of these Staff Regulations and Staff Rules:  a) A "*dependant spouse*" shall be a spouse whose occupational earnings, if any, do not exceed the lowest entry level of the United Nations General Service gross salary scales in force on 1 January of the year concerned for the duty station in the country of the spouse’s place of work, provided that the amount shall not at any duty station be less than the equivalent of the lowest entry level at the base of the salary system (G-2, step 1, for New York);  b) A “single parent” shall be an elected officials who fulfils all the following conditions:   1. has a dependent child; 2. is single, widowed, legally separated or divorced; 3. has sole financial responsibility for the child; iv. is not in receipt of financial support for the dependent child above an amount to be established by the Secretary-General;   c) i) A "dependent child" shall be:  a. an elected official's natural or legally adopted child, or  b. an elected official's stepchild, if residing with the elected official,  under the age of 18 years or, if the child is in full-time attendance at a school or university (or similar educational institution), under the age of 21 years, for whom the elected official provides main and continuing support. The Secretary-General shall establish special conditions under which other children, who fulfil the age, school attendance and support requirements indicated above, may be regarded as dependent children of an elected official. If a child over the age of 18 years is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration, the requirements as to school attendance and age shall be waived.  ii) An elected official claiming a child as dependent must certify that he has assumed responsibility for the main and continuing support of that child. Documentary evidence satisfactory to the Secretary-General, must always be produced in support of the claim in the following cases:  a. if divorce or legal separation has occurred and the natural or legally adopted child is not residing with the elected official;  b. where legal adoption is not possible and the child is residing with the elected official who has responsibility for him as a member of the family;  c. if the child is married.  d) A "secondary dependant" shall be the father, mother, brother or sister of whose financial support the elected official provides one half or more, and in any case at least twice the amount of the dependency allowance, provided that the brother or sister fulfils the same age and school attendance requirements established for a dependent child. If the brother or sister is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration, the requirements as to school attendance and age shall be waived. |  |
| Rule II.4.2: Amount of the dependency allowance 1. Subject to the conditions set out in Staff Rule II.4 and Staff Rule II.4.1above, dependency allowances shall be paid to eligible elected officials as indicated under Section 3 below. If both husband and wife are staff members of the Union, the United Nations or a specialized agency, the one with the higher grade may claim, for all dependent children, under subparagraphs b) and/or d) of Section 3 below; the other may claim only under subparagraph e) of Section 3 below, if otherwise entitled.  2. The full amount of the dependency allowance provided under this Rule in respect of a dependent child shall be payable, except where the elected official or his spouse receives a grant from any other source external to the Union in respect of the same child. Where such a grant is made, the dependency allowance payable under this Regulation shall be approximately the difference between the amount of such a grant and that of the dependency allowance set out in this Rule. In no case shall the sum of the two payments be less than the amount set out in this Rule.  3. An elected official shall be entitled to receive the following non-pensionable dependency allowances:  a) for a dependent spouse, a spouse allowance at the level of six per cent of the net base salary plus post adjustment;  b) for each dependent child, a child allowance at the amount established in local currency as provided in Annex V to these Regulations;  c) for elected officials who are single parents, a single parent allowance in respect of the first dependent child, at the level of six per cent of the net base salary plus post adjustment;  d) for each disabled child, a special child allowance at twice the amount of the child allowance established in local currency as provided in Annex V to these Regulations;  e) for a secondary dependant, a single secondary dependant allowance at the amount established in local currency as provided in Annex V to Staff Regulations. | Rule II.4.2: Amount of the dependency allowance 1. Subject to the conditions set out in Staff Rule II.4 and Staff Rule II.4.1above, dependency allowances shall be paid to eligible elected officials as indicated under Section 3 below. If both husband and wife are staff members of the Union, the United Nations or a specialized agency, the one with the higher grade may claim, for all dependent children, under subparagraphs b) and/or d) of Section 3 below; the other may claim only under subparagraph e) of Section 3 below, if otherwise entitled.  2. The full amount of the dependency allowance provided under this Rule in respect of a dependent child shall be payable, except where the elected official or his spouse receives a grant from any other source external to the Union in respect of the same child. Where such a grant is made, the dependency allowance payable under this Regulation shall be approximately the difference between the amount of such a grant and that of the dependency allowance set out in this Rule. In no case shall the sum of the two payments be less than the amount set out in this Rule.  3. An elected official shall be entitled to receive the following non-pensionable dependency allowances:  a) for a dependent spouse, a spouse allowance at the level of six per cent of the net base salary plus post adjustment;  b) for each dependent child, a child allowance at the amount established in local currency as provided in Annex V to these Regulations;  c) for elected officials who are single parents, a single parent allowance in respect of the first dependent child, at the level of six per cent of the net base salary plus post adjustment;  d) for each disabled child, a special child allowance at twice the amount of the child allowance established in local currency as provided in Annex V to these Regulations;  e) for a secondary dependant, a single secondary dependant allowance at the amount established in local currency as provided in Annex V to Staff Regulations. |  |
| Rule II.4.3 Submission of claims Claims for dependency allowances shall be submitted in writing and supported by evidence satisfactory to the Secretary-General. A separate claim shall be made each year and the elected official shall notify immediately to the Secretary-General any change in the status of a dependant affecting the payment of this allowance. | Rule II.4.3 Submission of claims Claims for dependency allowances shall be submitted in writing and supported by evidence satisfactory to the Secretary-General. A separate claim shall be made each year and the elected official shall notify immediately to the Secretary-General any change in the status of a dependant affecting the payment of this allowance. |  |
| CHAPTER V SOCIAL SECURITYRule V.2.1 Staff Health Insurance Scheme Every elected official shall become a member of the staff health insurance scheme provided to staff members by ITU. Benefits from the scheme are available to elected officials' families subject to and in accordance with the conditions established by that staff health insurance scheme. | CHAPTER V SOCIAL SECURITYRule V.2.1 Staff Health Insurance Scheme Every elected official shall become a member of the staff health insurance scheme provided to staff members by ITU. Benefits from the scheme are available to elected officials' families subject to and in accordance with the conditions established by that staff health insurance scheme. | *Amended to reflect the change in the staff health insurance scheme introduced in 2014* |
| CHAPTER VI TRAVEL AND REMOVAL EXPENSESRule VI.1.18 Settling grant a) Subject to the conditions set forth hereunder an elected official shall be paid, in respect of him/herself and his/her eligible dependants, an settling grant when he travels at Union’s expense on initial appointment or reassignment expected to be of at least one year’s duration. Such payment shall be the total compensation payable by the Union towards the initial extraordinary living costs incurred by the elected official and his eligible dependants immediately following their arrival in Geneva.  b) The settling-in grant consists of two portions:  i) The daily subsistence allowance portion, which shall be equivalent to:  - thirty days of daily subsistence allowance at the daily rate applicable at the duty station of assignment for the elected official; and  - thirty days of daily subsistence allowance at half the daily rate applicable at the duty station of assignment in respect of each eligible dependant for whom travel expenses have been paid by the Union.  ii) The lump sum portion, which is equivalent to one month of the elected official's net base salary plus applicable post adjustment at the duty station of assignment. c) The Secretary-General may increase the limits provided in paragraph b) i) above to a maximum of 90 days for a duty station where circumstances so warrant. The amount of the grant during that extended period shall be up to 60 per cent of the amount applicable to the initial period. | CHAPTER VI TRAVEL AND REMOVAL EXPENSESRule VI.1.18 Settling grant a) Subject to the conditions set forth hereunder an elected official shall be paid, in respect of him/herself and his/her eligible dependants, an settling grant when he travels at Union’s expense on initial appointment or reassignment expected to be of at least one year’s duration. Such payment shall be the total compensation payable by the Union towards the initial extraordinary living costs incurred by the elected official and his eligible dependants immediately following their arrival in Geneva.  b) The settling-in grant consists of two portions:  i) The daily subsistence allowance portion, which shall be equivalent to:  - thirty days of daily subsistence allowance at the daily rate applicable at the duty station of assignment for the elected official; and  - thirty days of daily subsistence allowance at half the daily rate applicable at the duty station of assignment in respect of each eligible dependant for whom travel expenses have been paid by the Union.  ii) The lump sum portion, which is equivalent to one month of the elected official's net base salary plus applicable post adjustment at the duty station of assignment.  c) The Secretary-General may increase the limits provided in paragraph b) i) above to a maximum of 90 days for a duty station where circumstances so warrant. The amount of the grant during that extended period shall be up to 60 per cent of the amount applicable to the initial period. | *Amended for reflecting the introduction of the new concept of settling grant, replacing the former one of assignment grant* |
| d) If a new appointment involves a return to the duty station, the full amount of the settling grant shall not be payable unless the elected official has been absent from that duty station for at least one year. In the case of a shorter absence, the amount payable shall normally be that proportion of the full grant that the completed months of absence bear to one year.  e) Where both husband and wife are staff members of the Union, the United Nations or a specialized agency in Geneva, and taking into account Regulation III.6 c), the settling grant shall be paid in respect of each individually. If they have a dependent child or children, the settling grant in respect of such child or children shall be paid to the spouse on whom each child is recognized to be dependent. However, the lump sum portion of the grant shall only be paid to the spouse who has the highest salary.  f) Should the elected official not complete the period of service in respect of which the settling grant has been paid, the grant shall be adjusted proportionately to the period of effective service and recovery made under conditions established by the Secretary-General who, in exceptional circumstances, may decide to waive recovery. The travel subsistence allowance portion of the grant payable on arrival at the official duty station shall not normally be recoverable.  g) The Secretary-General may, at his discretion, authorize payment of all or part of the settling grant in cases where the Union has not been required to pay travel expenses upon the appointment of an elected official. | d) If a new appointment involves a return to the duty station, the full amount of the settling grant shall not be payable unless the elected official has been absent from that duty station for at least one year. In the case of a shorter absence, the amount payable shall normally be that proportion of the full grant that the completed months of absence bear to one year.  e) Where both husband and wife are staff members of the Union, the United Nations or a specialized agency in Geneva, and taking into account Regulation III.6 c), the settling grant shall be paid in respect of each individually. If they have a dependent child or children, the settling grant in respect of such child or children shall be paid to the spouse on whom each child is recognized to be dependent. However, the lump sum portion of the grant shall only be paid to the spouse who has the highest salary.  f) Should the elected official not complete the period of service in respect of which the settling grant has been paid, the grant shall be adjusted proportionately to the period of effective service and recovery made under conditions established by the Secretary-General who, in exceptional circumstances, may decide to waive recovery. The travel subsistence allowance portion of the grant payable on arrival at the official duty station shall not normally be recoverable.  g) The Secretary-General may, at his discretion, authorize payment of all or part of the settling grant in cases where the Union has not been required to pay travel expenses upon the appointment of an elected official. |  |
| Rule VI.1.19 Excess baggage and unaccompanied shipments a) Baggage in excess of the weight carried without extra charge by transportation companies shall be considered as "*excess baggage*" within the meaning of these Rules and "*personal effects and household goods*" shall be as defined in Rule VI.5.1 d) 2).  b) Charges for excess baggage shall be reimbursable only when authorized prior to commencement of travel, except as provided in paragraph c) of this Rule.  c) Subject to the provisions of paragraph e) below, when baggage is carried without charge by one transportation company, but considered as excess by a company furnishing subsequent transportation other than by air, the traveller may be reimbursed for the charges involved provided he obtains a statement from the company making the charge that the baggage was considered as excess. | Rule VI.1.19 Excess baggage and unaccompanied shipments a) Baggage in excess of the weight carried without extra charge by transportation companies shall be considered as "*excess baggage*" within the meaning of these Rules and "*personal effects and household goods*" shall be as defined in Rule VI.5.1 d) 2).  b) Charges for excess baggage shall be reimbursable only when authorized prior to commencement of travel, except as provided in paragraph c) of this Rule.  c) Subject to the provisions of paragraph e) below, when baggage is carried without charge by one transportation company, but considered as excess by a company furnishing subsequent transportation other than by air, the traveller may be reimbursed for the charges involved provided he obtains a statement from the company making the charge that the baggage was considered as excess. | *Amended for reflecting the current transportation and removal practices* |
| d) Charges for excess baggage by air over and above those authorized under paragraph a) above shall not be reimbursable unless, in the opinion of the Secretary-General, the circumstances under which the elected official is travelling are of a sufficiently exceptional and compelling nature to warrant such reimbursement. In no event shall such charges be reimbursable if incurred in connection with travel on home leave or on visit to eligible dependants or with study travel, except as provided under paragraph e) below:  e) When authorized travel is by air or by land, charges for unaccompanied shipment of personal baggage relating to travel on home leave, on visit to eligible dependants or education grant may be reimbursed up to a maximum, including the weight of packing, but excluding crating and lift vans, of:  1) 50 kg (110 lbs) by surface means per person in respect of each journey, except as provided in subparagraph 2) below. At the request of the elected official, this entitlement may be converted into 10 additional kilograms of accompanied excess baggage;  2) 200 kg (440 lbs) by surface means, for travel on education grant in regard to the first outward journey to, and the final return journey from, an educational institution.  f) On travel on appointment or separation, where no entitlement to removal costs exists under Rule VI.5.1, an elected official may be reimbursed expenses in transporting personal effects and household goods by the most economical means, as determined by the Secretary-General, up to a maximum, including the weight of packing, but excluding reasonable crating and lift vans, of:  1,000 kg (2,200 lbs)  for the elected official,  500 kg (1,100 lbs)  for the first eligible dependant (spouse or child),  300 kg (660 lbs) for each additional eligible dependant authorized to travel at the expense of the Union. | d) Charges for excess baggage by air over and above those authorized under paragraph a) above shall not be reimbursable unless, in the opinion of the Secretary-General, the circumstances under which the elected official is travelling are of a sufficiently exceptional and compelling nature to warrant such reimbursement. In no event shall such charges be reimbursable if incurred in connection with travel on home leave or on visit to eligible dependants or with study travel, except as provided under paragraph e) below:  e) When authorized travel is by air or by land, charges for unaccompanied shipment of personal baggage relating to travel on home leave, on visit to eligible dependants or education grant may be reimbursed up to a maximum, including the weight of packing, but excluding crating and lift vans, of:  1) 50 kg (110 lbs) by surface means per person in respect of each journey, except as provided in subparagraph 2) below. At the request of the elected official, this entitlement may be converted into 10 additional kilograms of accompanied excess baggage;  2) 200 kg (440 lbs) by surface means, for travel on education grant in regard to the first outward journey to, and the final return journey from, an educational institution.  f) On travel on appointment or separation, where no entitlement to removal costs exists under Rule VI.5.1, an elected official may be reimbursed expenses in transporting personal effects and household goods by the most economical means, as determined by the Secretary-General, up to a maximum, including the weight of packing, but excluding reasonable crating and lift vans, of:  1,000 kg (2,200 lbs)  for the elected official,  500 kg (1,100 lbs)  for the first eligible dependant (spouse or child),  300 kg (660 lbs) for each additional eligible dependant authorized to travel at the expense of the Union. |  |
| g) Unaccompanied shipments shall normally be made in one consignment and shall be within the limit of costs of transportation between the places of departure and destination of the authorized travel of the elected official or his eligible dependants.  Reasonable costs of packing, crating, cartage, unpacking and uncrating of such shipments under paragraphs e) 2), f), and h) shall be reimbursed within the limits of authorized weight, but costs for servicing of appliances, dismantling or installation of fixtures or special packing of personal effects and household goods shall not be reimbursed. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Secretary-General, they are directly incidental to the transportation of the consignment.  h) On travel on appointment, or separation, where entitlement to removal costs exists under Rule VI.5.1, an elected official shall be reimbursed expenses incurred in transporting a reasonable amount of personal effects and household effects as an advance removal shipment by the most economical means, as determined by the Secretary-General, up to a maximum, including the weight of packing, but excluding crating and lift vans, of:  450 kg (990 lbs) for the elected official,  300 kg (660 lbs) for the first eligible dependant (spouse or child),  150 kg (330 lbs) for each additional eligible dependant authorized to travel at the expense of the Union.  The weight of any shipment under this paragraph shall be deducted from the maximum weight to which the elected official is entitled under paragraph d) of Rule VI.5.1. | g) Unaccompanied shipments shall normally be made in one consignment and shall be within the limit of costs of transportation between the places of departure and destination of the authorized travel of the elected official or his eligible dependants.  Reasonable costs of packing, crating, cartage, unpacking and uncrating of such shipments under paragraphs e) 2), f), and h) shall be reimbursed within the limits of authorized weight, but costs for servicing of appliances, dismantling or installation of fixtures or special packing of personal effects and household goods shall not be reimbursed. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Secretary-General, they are directly incidental to the transportation of the consignment.  h) On travel on appointment, or separation, where entitlement to removal costs exists under Rule VI.5.1, an elected official shall be reimbursed expenses incurred in transporting a reasonable amount of personal effects and household effects as an advance removal shipment by the most economical means, as determined by the Secretary-General, up to a maximum, including the weight of packing, but excluding crating and lift vans, of:  450 kg (990 lbs) for the elected official,  300 kg (660 lbs) for the first eligible dependant (spouse or child),  150 kg (330 lbs) for each additional eligible dependant authorized to travel at the expense of the Union.  The weight of any shipment under this paragraph shall be deducted from the maximum weight to which the elected official is entitled under paragraph d) of Rule VI.5.1. |  |
| i) Where surface shipment under paragraphs e) 2), f) or h) is the most economical means of transport, such shipment may be converted to air freight on the basis of one half of the weight of the authorized surface entitlement:  1) when an elected official elects to convert the whole surface entitlement to air freight; or  2) when, in the opinion of the Secretary-General, the conversion to air freight of a portion of the surface entitlement is necessary to meet urgent needs.  However, for shipments under paragraph f) above, a portion of the surface entitlement up to 10% thereof, may be converted to air freight, on the basis of the full weight, except in the case of separation from service or on appointment.  If the entitlement is under paragraph h) above, twice the weight of air freight shipment shall be deducted from the elected official’s entitlement under Rule VI.5.1 d).  j) When the authorized travel is by air, the elected official may elect to convert the whole surface shipment relating to travel on home leave, on visit to eligible dependants or education grant under paragraph e) 1) above, to air freight on the basis of the one-half rule. No costs of packing, crating, unpacking and uncrating shall be paid, but reasonable costs shall be paid for cartage of such air freight shipments. | i) Where surface shipment under paragraphs e) 2), f) or h) is the most economical means of transport, such shipment may be converted to air freight on the basis of one half of the weight of the authorized surface entitlement:  1) when an elected official elects to convert the whole surface entitlement to air freight; or  2) when, in the opinion of the Secretary-General, the conversion to air freight of a portion of the surface entitlement is necessary to meet urgent needs.  However, for shipments under paragraph f) above, a portion of the surface entitlement up to 10% thereof, may be converted to air freight, on the basis of the full weight, except in the case of separation from service or on appointment.  If the entitlement is under paragraph h) above, twice the weight of air freight shipment shall be deducted from the elected official’s entitlement under Rule VI.5.1 d).  j) When the authorized travel is by air, the elected official may elect to convert the whole surface shipment relating to travel on home leave, on visit to eligible dependants or education grant under paragraph e) 1) above, to air freight on the basis of the one-half rule. No costs of packing, crating, unpacking and uncrating shall be paid, but reasonable costs shall be paid for cartage of such air freight shipments. |  |
| k) Notwithstanding the one-half rule laid down in paragraphs i) and j) above, to air freight on the basis of the full weight be authorized by surface shipment may be paid in the following cases:  1) where the cost of air freight is lower than surface shipment;  2) where there is an extraordinary risk of damage to, or loss of, the shipment in transit; or  3) where an excessive shipping delay is expected, particularly for shipment to land-locked countries.  However, for surface shipments under paragraph e), conversion on the basis of the full weight may be authorized only in the cases indicated in subparagraphs 1) and 2) above.  l) In addition to the shipment of personal effects and household goods under paragraph f) of this Rule, the cost of transporting a privately owned automobile to a duty station may be reimbursed under conditions established by the Secretary-General, provided that the assignment of the elected official to the duty station is expected by the Secretary-General to be for a period of two years or more, or that the initial assignment for a lesser period is extended so that the total period of assignment becomes two years or more. In no case can privately owned vehicles be transported in lieu of personal effects and household goods. | k) Notwithstanding the one-half rule laid down in paragraphs i) and j) above, to air freight on the basis of the full weight be authorized by surface shipment may be paid in the following cases:  1) where the cost of air freight is lower than surface shipment;  2) where there is an extraordinary risk of damage to, or loss of, the shipment in transit; or  3) where an excessive shipping delay is expected, particularly for shipment to land-locked countries.  However, for surface shipments under paragraph e), conversion on the basis of the full weight may be authorized only in the cases indicated in subparagraphs 1) and 2) above.  l) In addition to the shipment of personal effects and household goods under paragraph f) of this Rule, the cost of transporting a privately owned automobile to a duty station may be reimbursed under conditions established by the Secretary-General, provided that the assignment of the elected official to the duty station is expected by the Secretary-General to be for a period of two years or more, or that the initial assignment for a lesser period is extended so that the total period of assignment becomes two years or more. In no case can privately owned vehicles be transported in lieu of personal effects and household goods. |  |
| Rule VI.5.1 Removal expenses a) Subject to the conditions laid down in these Rules, the Union shall pay expenses in connection with the removal of an elected official’s personal effects and household goods, under the following circumstances:  1) when travelling to Geneva to take up his duties;  2) upon separation from service.  b) Under subparagraph 1) of paragraph a) above, the Union shall pay the expenses of removing an elected official’s household goods and personal effects either from the place of recruitment or from the place recognized as his home for purposes of home leave under Rule IV.3.1 provided that the goods and effects were in his possession at the time of appointment and are being transported for his own use. Payment of removal expenses from a place other than those specified may be authorized by the Secretary-General in exceptional cases, on such terms and conditions as he deems appropriate. No expenses shall be paid for removing an elected official’s personal effects and household goods from one residence to another at the same duty station, unless the removal is due to reasons of security (such as civil war or equivalent situations) and subject to the prior authorization of the Secretary-General.  c) Under subparagraph 2) of paragraph a) above, the Union shall pay the expenses of removing an elected official’s household goods and personal effects from Geneva to any one place to which he is entitled to be returned in accordance with the provisions of Rule VI.1.1, or any other one place authorized by the Secretary-General in exceptional cases on such terms and conditions as he deems appropriate, provided the goods and effects were in the elected official’s possession at the time of separation and are being transported for his own use. | Rule VI.5.1 Removal expenses a) Subject to the conditions laid down in these Rules, the Union shall pay expenses in connection with the removal of an elected official’s personal effects and household goods, under the following circumstances:  1) when travelling to Geneva to take up his duties;  2) upon separation from service.  b) Under subparagraph 1) of paragraph a) above, the Union shall pay the expenses of removing an elected official’s household goods and personal effects either from the place of recruitment or from the place recognized as his home for purposes of home leave under Rule IV.3.1 provided that the goods and effects were in his possession at the time of appointment and are being transported for his own use. Payment of removal expenses from a place other than those specified may be authorized by the Secretary-General in exceptional cases, on such terms and conditions as he deems appropriate. No expenses shall be paid for removing an elected official’s personal effects and household goods from one residence to another at the same duty station, unless the removal is due to reasons of security (such as civil war or equivalent situations) and subject to the prior authorization of the Secretary-General.  c) Under subparagraph 2) of paragraph a) above, the Union shall pay the expenses of removing an elected official’s household goods and personal effects from Geneva to any one place to which he is entitled to be returned in accordance with the provisions of Rule VI.1.1, or any other one place authorized by the Secretary-General in exceptional cases on such terms and conditions as he deems appropriate, provided the goods and effects were in the elected official’s possession at the time of separation and are being transported for his own use. |  |
| d) Payment by the Union of removal expenses shall be subject to the following conditions:  1) the maximum container size and weight for which entitlement to removal at Union expense exists shall be a standard 20-foot container or 4 890 kilos (10,800 lbs) in weight, inclusive of packing but excluding crating and lift vans, for elected officials without eligible dependants, and a standard 20-foot container or 8 150 kilos 18,000 lbs in weight for elected officials with one or more eligible dependants under Rule VI.1.3 residing at the official duty station. A higher maximum may be authorized, however, if the elected official presents convincing evidence that his normal and necessary household effects to be removed exceed the maximum entitlement;  2) for the purposes of unaccompanied shipments and removal, personal effects and household goods shall include all effects and goods normally required for personal or household use, provided that animals, boats, automobiles, motorcycles, trailers and other power-assisted conveyances shall in no case be considered as such effects and goods;  3) shipments under this Rule shall normally be made in one consignment. Reasonable costs of packing, crating, cartage, unpacking, uncrating and insurance shall be allowed for shipments within the limits of authorized container size or weight except that costs for servicing of appliances, dismantling or installation of fixtures or special packing will not be borne by the Union. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Secretary-General, they are directly incidental to the transportation of the consignment;  4) transportation of personal effects and household goods shall be by the most economical means as determined by the Secretary-General, on the basis of estimates from three different firms, taking into account costs allowable under d) 3) above;  5) in addition to payment of the removal expenses under paragraph a) of this Rule, the cost of transporting a privately owned automobile to a duty station may be reimbursed under conditions established by the Secretary-General.  e) Removal costs shall not be payable under this Rule in the case of mission service. | d) Payment by the Union of removal expenses shall be subject to the following conditions:  1) the maximum container size and weight for which entitlement to removal at Union expense exists shall be a standard 20-foot container or 4 890 kilos (10,800 lbs) in weight, inclusive of packing but excluding crating and lift vans, for elected officials without eligible dependants, and a standard 20-foot container or 8 150 kilos 18,000 lbs in weight for elected officials with one or more eligible dependants under Rule VI.1.3 residing at the official duty station. A higher maximum may be authorized, however, if the elected official presents convincing evidence that his normal and necessary household effects to be removed exceed the maximum entitlement;  2) for the purposes of unaccompanied shipments and removal, personal effects and household goods shall include all effects and goods normally required for personal or household use, provided that animals, boats, automobiles, motorcycles, trailers and other power-assisted conveyances shall in no case be considered as such effects and goods;  3) shipments under this Rule shall normally be made in one consignment. Reasonable costs of packing, crating, cartage, unpacking, uncrating and insurance shall be allowed for shipments within the limits of authorized container size or weight except that costs for servicing of appliances, dismantling or installation of fixtures or special packing will not be borne by the Union. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Secretary-General, they are directly incidental to the transportation of the consignment;  4) transportation of personal effects and household goods shall be by the most economical means as determined by the Secretary-General, on the basis of estimates from three different firms, taking into account costs allowable under d) 3) above;  5) in addition to payment of the removal expenses under paragraph a) of this Rule, the cost of transporting a privately owned automobile to a duty station may be reimbursed under conditions established by the Secretary-General.  e) Removal costs shall not be payable under this Rule in the case of mission service. |  |
| f) Where both husband and wife are staff members of the Union, the United Nations or a specialized agency, and each is entitled to removal of personal effects and household goods, or to unaccompanied shipment under Rule VI.1.19 f), and taking into account Regulation III.6 c), the maximum container size or weight that may be removed at the Union’s expense for both of them shall be that provided for a staff member with one or more eligible dependants under Rule VI.1.3 residing with him/her at the official duty station. | f) Where both husband and wife are staff members of the Union, the United Nations or a specialized agency, and each is entitled to removal of personal effects and household goods, or to unaccompanied shipment under Rule VI.1.19 f), and taking into account Regulation III.6 c), the maximum container size or weight that may be removed at the Union’s expense for both of them shall be that provided for a staff member with one or more eligible dependants under Rule VI.1.3 residing with him/her at the official duty station. |  |
| CHAPTER X APPEALSRule X.2.1 Administrative Tribunals a) Appeals to the Tribunals referred to in Staff Regulation X.2 above shall be made in conformity with the Statutes and Rules of those Tribunals, as accepted by the Council of the Union. b) Complaints with which the Administrative Tribunal of the International Labour Organization may have to deal are those alleging non-observance in form or substance of the provisions of contracts of employment, of the Staff Regulations and Staff Rules for elected officials. Appeals with which the United Nations Appeals Tribunal may have to deal are those alleging non-observance in form or in substance of the provisions of the Regulations of the United Nations Joint Staff Pension Fund. | CHAPTER X APPEALSRule X.2.1 Administrative Tribunals a) Appeals to the Tribunals referred to in Staff Regulation X.2 above shall be made in conformity with the Statutes and Rules of those Tribunals, as accepted by the Council of the Union.  b) Complaints with which the Administrative Tribunal of the International Labour Organization may have to deal are those alleging non-observance in form or substance of the provisions of contracts of employment, of the Staff Regulations and Staff Rules for elected officials. Appeals with which the United Nations Appeals Tribunal may have to deal are those alleging non-observance in form or in substance of the provisions of the Regulations of the United Nations Joint Staff Pension Fund. | *Amendments introduced to reflect the change in the UN conflict resolution mechanism, as well as editorial amendments* |