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| **Council Working Group on Financial and Human Resources Fifteenth meeting – 11 – 12 January 2022** | A picture containing text, clipart  Description automatically generated |
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|  | **Document CWG-FHR-15/8-E** |
| **10 December 2021** |
| **English only** |
| Contribution by the Secretariat | |
| Advancement Within Grade for Professional and Higher Categories | |

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| **Summary**  The periodicity of salary increments for the Senior Counsellor and Professional category of staff is currently established in Staff Regulation 3.4 applicable to appointed staff.  Due to an error in the Staff Regulations, the periodicity for the D1 level in ITU is not aligned with the United Nations Common System of Salaries, Allowances and Benefits, as established by the International Civil Service Commission (ICSC).  To align the Staff Rules with the ICSC and to simplify future amendments, it is proposed that this level of detail in the Staff Regulations be removed, making direct reference to the ICSC standard.  **Action required**  The CWG-FHR is invited to **recommend** the amendments to the Staff Regulation applicable to appointed staff contained in Annex to this Decision. |

**ADVANCEMENT WITHIN GRADE FOR PROFESSIONAL   
AND HIGHER CATEGORIES**

1. The periodicity of salary increments for the Senior Counsellor and Professional category of staff is currently established in Staff Regulation 3.4 applicable to appointed staff and is detailed as follows:

‘The periodicity of salary increments of the Senior Counsellor and Professional category staff shall be annual from:

− step 1 to step 7 at grades P1 to P5;

**− step 1 to step 5 at grade D1;**

− steps 1 and 2 at grade D2, and biennial thereafter.’

2. The periodicity for the D1 level in ITU is not aligned with the United Nations Common System of Salaries, Allowances and Benefits, as established by the International Civil Service Commission (ICSC), which state the following:

‘Salary increments: Within-grade increments are awarded on the basis of satisfactory service. For grades P1-P5 increments are granted annually up to step VII, and biennially thereafter. **For the D-1 level, increments are granted annually up to step IV** and every other year thereafter. At the D-2 level, all steps are granted biennially.’

In order to align with the ICSC and to simplify future amendments, it is proposed to remove this level of detail in the Staff Regulation and indicate the periodicity of salary increments through a service order.

3. To that effect, an amendment to the Staff Regulation concerned is put forward for adoption by the Council, as Staff Regulations fall under its authority.

4. The proposed amendment is the following:

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| **Regulation 3.4 Advancement within a grade**  2. The periodicity of salary increments of the Senior Counsellor and Professional category staff shall be **~~annual from:~~**  **~~− step 1 to step 7 at grades P1 to P5;~~**  **~~− step 1 to step 5 at grade D1;~~**  **~~− steps 1 and 2 at grade D2, and biennial thereafter~~**  **determined by the Secretary-General in** **accordance with the standards promulgated by the International Civil Service Commission (ICSC).** |

The CWG-FHR is invited to **recommend** the amendments to the Staff Regulation applicable to appointed staff contained in Annex to this Decision.

Amendments to Staff Regulations  
applicable to appointed Staff

Regulation 3.4 Advancement within a grade

ANNEX

DRAFT DECISION […]

The ITU Council,

in view of

No 63 of the Convention of the International Telecommunication Union, the Staff Regulations applicable to appointed staff, and the United Nations Common System of Salaries, Allowances and Benefits established by the International Civil Service Commission (ICSC),

having considered

the report submitted by the Secretary-General in document [C22/36](https://www.itu.int/md/S22-CL-C-0036/en) to the Council,

decides

to approve the amendments to the Staff Regulations applicable to appointed staff contained in Annex to this Decision.

Annex to draft decision

STAFF REGULATIONS APPLICABLE TO APPOINTED STAFF

1. Salary increments within the levels set forth in the scales shown in Annexes 3 and 4 to these Regulations shall be awarded to staff members on the basis of satisfactory service.

2. The periodicity of salary increments of the Senior Counsellor and Professional category staff shall be **~~annual from:~~**

**~~− step 1 to step 7 at grades P1 to P5;~~**

**~~− step 1 to step 5 at grade D1;~~**

**~~− steps 1 and 2 at grade D2, and biennial thereafter~~**

**determined by the Secretary-General in** **accordance with the standards promulgated by the International Civil Service Commission (ICSC).**

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