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### PERSONNEL QUESTIONS

#### OTHER PERSONNEL QUESTIONS

#### Amendments to the Staff Rules

#### Report of the Secretary-General

1. The Staff Regulations of the United Nations provide in regulation 12.3 that the full text of provisional staff rules and amendments shall be reported annually to the General Assembly.

#### 100 series

2. Staff rules 101.1 through 112.8, which are applicable to all staff except technical co-operation project personnel, staff members specifically engaged for conferences and other short-term service and special internes, were the subject of a provisional amendment being issued in document ST/SGB/Staff Rules/1/Rev.6/Amend.2. Its main purpose was to implement changes concerning the special education grant for disabled children approved by the General Assembly in its resolution 40/244 of 18 December 1985. In accordance with that resolution, staff rule 101.20, Education grant, was amended in its paragraphs (h) and (n) and a new paragraph (r) was added.

3. In addition, a number of other amendments were made as explained below.

4. Staff rule 107.7, Travel expenses, paragraph (a), was amended to reflect an entitlement to reimbursement of pre-departure expenses under certain conditions established pursuant to a decision taken by the International Civil Service Commission.

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\* A/41/150.

5. Staff rule 107.20, Installation, paragraph (a), was amended to clarify the application of that rule in the case of service on mission assignments.
6. Staff rule 107.21, Excess baggage and unaccompanied shipments, paragraph (m), was amended to reflect an additional shipment entitlement introduced on the recommendation of the International Civil Service Commission for staff members serving at designated duty stations having very difficult conditions of life and work. This rule was also amended in its paragraph (e) to reflect a change in the entitlement to unaccompanied shipments on home leave, family visit and education travel from gross weight or volume to net weight or volume.
7. Staff rule 110.1, Joint Disciplinary Committee, and rule 110.2, Composition of the Joint Disciplinary Committee, were the subject of a number of amendments designed to update these rules.

200 series

8. The 200 series of the Staff Rules, applicable to staff members specifically recruited for service with technical co-operation projects, was the subject of a provisional amendment being issued in document ST/SGB/Staff Rules/2/Rev.6/Amend.2. The amended provisions, which follow the same pattern as the corresponding amendments to the 100 series of the Staff Rules being issued in document ST/SGB/Staff Rules/1/Rev.6/Amend.2, are the following:
  - Rule 203.8 - Education grant
  - Rule 207.3 - Travel expenses
  - Rule 207.13 - Education grant travel
  - Rule 207.20 - Excess baggage and unaccompanied shipments
9. The text of the amendments to the 100 series of the Staff Rules being issued in document ST/SGB/Staff Rules/1/Rev.6/Amend.2 is attached as an annex to the present report.

Annex

Chapter III

SALARIES AND RELATED ALLOWANCES

Rule 103.20

EDUCATION GRANT

Staff rule 103.20 (h), and (n), as amended, reads as follows:

(h) A staff member to whom an education grant is payable under paragraph (d) or under subparagraph (e) (ii) above in respect of his or her child's attendance at an educational institution shall be entitled to travel expenses for the child of one return journey each scholastic year between the educational institution and the duty station, provided that:

- (i) Such travel expenses shall not be paid if the requested journey is unreasonable, either because of its timing in relation to other authorized travel of the staff member or his or her eligible family members or because of the brevity of the visit in relation to the expense involved;
- (ii) Where attendance is for less than two thirds of the school year, travel expenses shall not normally be payable;
- (iii) Transportation expenses shall not exceed the cost of a journey between the staff member's home country and the duty station.

However, in the case of staff members serving at designated duty stations, such travel expenses may be paid twice in the year in which the staff member is not entitled to home leave. Such expenses may also be paid for up to two round trips per school year in the case indicated in paragraph (r) below.

(n) 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.

New staff rule 103.20 (r) reads as follows:

(r) Where the disabled child attends an educational institution away from the duty station, travel costs may be paid for up to two round trips per school year between the educational institution and the duty station, provided the

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Secretary-General is satisfied that the needs of the disabled child require attendance at that educational institution. In very exceptional circumstances, travel may also be reimbursed for the person accompanying the disabled child.

## Chapter VII

### TRAVEL AND REMOVAL EXPENSES

#### Rule 107.7

#### TRAVEL EXPENSES

Staff rule 107.7 (a), as amended, reads as follows:

(a) Travel expenses which shall be paid or reimbursed by the United Nations under the relevant provisions of these rules shall include:

- (i) Transportation expenses (i.e. carrier fare);
- (ii) Terminal expenses;
- (iii) Transit expenses;
- (iv) Travel subsistence allowance;
- (v) Other necessary expenses incurred during travel.

In addition, expenses incurred for hotel accommodation prior to departure on assignment or transfer from a duty station which is not one where the headquarters of one of the organizations of the United Nations common system is located will be reimbursed under conditions established by the Secretary-General.

#### Rule 107.20

#### INSTALLATION

Staff rule 107.20 (a), as amended, reads as follows:

(a) Subject to the conditions set forth hereunder and except for service on a special mission assignment, a staff member shall be paid, in respect of himself or herself and his or her eligible family members, an installation grant when the staff member travels at United Nations expense to a new duty station on an assignment expected to be of at least one year's duration. Such payment shall be the total compensation payable by the United Nations towards the initial extraordinary living costs incurred by the staff member and his or her eligible family members immediately following their arrival at the duty station.

Rule 107.21

EXCESS BAGGAGE AND UNACCOMPANIED SHIPMENTS

Staff rule 107.21 (e), as amended, reads as follows:

(e) When the authorized travel is by air or by land, charges for unaccompanied shipment of personal baggage relating to travel on home leave, family visit or education grant may be reimbursed up to a maximum, including the weight or volume of packing but excluding crating and lift vans, of:

- (i) 50 kg (110 lb) or 0.31 cubic metres (11 cubic feet) by surface means per person in respect of each journey, except as provided in subparagraph (ii) below. At the request of the staff member, this entitlement may be converted to 10 additional kg of accompanied excess baggage or its equivalent as established by the Secretary-General;
- (ii) 200 kg (440 lb) or 1.24 cubic metres (44 cubic feet) 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.

New staff rule 107.21 (m) reads as follows:

(m) Under terms and conditions established by the Secretary-General, internationally recruited staff members serving at designated duty stations having very difficult conditions of life and work shall be granted once a year an additional shipment entitlement to the duty station by surface means of up to 50 kg (110 lb) or 0.31 cubic metres (11 cubic feet) excluding crating, in respect of the staff member and each eligible family member accompanying the staff member at the duty station.

Chapter X

DISCIPLINARY MEASURES

Rule 110.1

JOINT DISCIPLINARY COMMITTEE

Staff rule 110.1, as amended, reads as follows:

A Joint Disciplinary Committee is established and shall be available to advise the Secretary-General at the request of the Secretary-General in disciplinary cases involving staff members serving at Headquarters; comparable committees shall be established in the United Nations Office at Geneva, in the United Nations Office at Vienna, and at such other offices as may be designated by the Secretary-General.

Rule 110.2

COMPOSITION OF THE JOINT DISCIPLINARY COMMITTEE

Staff rule 110.2 (a), (b), (c), (d) and (e), as amended, reads as follows:

- (a) Each Joint Disciplinary Committee shall be composed of:
- (i) Chairpersons appointed biennially by the Secretary-General after consultation with the staff representative body or bodies at the duty station at which the Committee is established;
  - (ii) Members appointed biennially by the Secretary-General;
  - (iii) Members elected by the staff.

The staff shall elect biennially by ballot at least three staff members, of which there must be at least one from each of the following groups:

- Group I - Staff below Associate Officer level or in corresponding salary levels;
- Group II - Staff in Associate Officer through Second Officer level or in corresponding salary levels;
- Group III - Staff in First Officer through Director level.

The member to sit on the Committee in any case shall be from the group to which the staff member concerned belongs.

(b) If necessary, additional members may be selected during the term of office of the Committee in the same manner as indicated in paragraph (a) above.

(c) The members of the Joint Disciplinary Committee shall be eligible for reappointment or re-election and shall remain in office until their successors are appointed or elected.

(d) A chairperson may be removed from the Committee by the Secretary-General after consultation with the staff representative body or bodies at the duty station at which the Committee is established. A member appointed by the Secretary-General may be removed by the Secretary-General. A member elected by the staff may be removed by a majority vote of the staff at the duty station at which the Committee is established, taken at the initiative of any staff representative body at that duty station.

(e) For the consideration of each case, a panel of the Committee will be constituted as follows:

- (i) A chairperson;
- (ii) A member appointed by the Secretary-General;
- (iii) A member from among those elected by the staff of the group which corresponds to the staff member involved in the disciplinary case.

The Chairperson of the Panel, at the request of either party, may disqualify any member from the consideration of the specific case, if in the opinion of the Chairperson such action is warranted by the relation of such member to the staff member whose case is to be considered. The Chairperson may also excuse any member from the consideration of a specific case.

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