

INTERNATIONAL OIL POLLUTION COMPENSATION FUND
FONDS INTERNATIONAL D'INDEMNISATION POUR LES DOMMAGES
DUS A LA POLLUTION PAR LES HYDROCARBURES

ASSEMBLY -
3rd session
Agenda item 8

FUND/A.3/6
4 February 1980
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STAFF REGULATIONS AND RULES

Note by the Director

1. Staff Regulations and Rules

Attached hereto as Annex I is a document containing the Staff Regulations and Staff Rules for the IOPC Fund.

The Staff Regulations were adopted by the Assembly at its second session (document FUND/A.2/5/2). The Staff Rules were adopted by the Assembly on the basis of documents (Annex II to document FUND/A.2/5 and document FUND/A.2/5/1) which referred to the IMCO Rules and outlined the changes to be made. They are now issued by the Director as a complete set of Rules.

2. Information on the Appeals Board

In accordance with the decision of the Assembly at its second session, the following members and substitute members of the Fund's Appeals Board were appointed:

Members:	Captain Tardana Surahardja	(Indonesia)
	Mr. A. Zebidi	(Tunisia)
	unnamed legally qualified person to be appointed	(United Kingdom)
Substitute Members:	Mr. G. Marchand	(France)
	Mr. Y.N. Ohene-Akrasi	(Ghana)
	Mr. H. Storhaug	(Norway)

The members of the Appeals Board and the substitute members convened for a first meeting on 25 October 1979. Captain Tardana Surahardja was elected Chairman of the Appeals Board. The Rules of Procedure of the Appeals Board as contained in Annex II were adopted.

3. The Assembly is invited to take note of this information.

ANNEX I

STAFF REGULATIONS
AND
STAFF RULES
OF THE
INTERNATIONAL OIL POLLUTION COMPENSATION FUND

(i)

CONTENTS

	Page
Scope and Purpose	1
SECTION I DUTIES AND OBLIGATIONS	
REGULATIONS 1-7	3
Rules	
I.1 Applicability	5
I.2 Hours of Work	5
I.3 Official Holidays	5
I.4 Outside Activities and Interests	6
I.5 Membership in Political Parties and Political Activities	7
SECTION II APPOINTMENT, RENEWAL AND PROMOTION	
REGULATIONS 8-12	9
Rules	
II.1 Letter of Appointment	10
II.2 Effective Date of Appointment	10
II.3 Medical Examination	10
II.4 Local Recruitment	11
II.5 Nationality	11
II.6 Family Relationships	11
SECTION III CLASSIFICATION OF POSTS	
REGULATION 13	13
SECTION IV SALARIES AND RELATED ALLOWANCES	
REGULATIONS 14-15	15
Rules	
IV.1 Salary Scales	16
IV.2 Post Adjustments (Director and Professional Staff)	17
IV.3 Allowance for Non-Residents (General Service Category)	18
IV.4 Installation Grant	19
IV.5 Language Allowance	19
IV.6 Salary Policy in Promotions	20
IV.7 Overtime and Compensatory Time Off for General Service Staff Members	20
IV.8 Compensatory Time Off for Professional Staff Members	21
IV.9 Night Differential for General Service Staff Members	21
IV.10 Education Grant	22
IV.11 Dependency Allowances	25
IV.12 Salary Advances	26
IV.13 Pensionable Remuneration	27
IV.14 Deductions and Contributions	28

		Page
SECTION V	LEAVE	
REGULATION 16		29
Rules		
V.1	Annual Leave	30
V.2	Special Leave	30
V.3	Home Leave	31
SECTION VI	SEPARATION	
REGULATIONS 17-21		33
Rules		
VI.1	Termination Indemnity	35
VI.2	Repatriation Grant	36
VI.3	Expiration of Fixed-Term Appointments	39
VI.4	Commutation of Accrued Annual Leave	39
VI.5	Restitution of Advance Annual and Sick Leave	39
VI.6	Certification of Service	40
VI.7	Last Day for Pay Purposes	40
VI.8	Transportation of Decedents	42
SECTION VII	TRAVEL AND REMOVAL EXPENSES	
REGULATION 22		43
Rules		
VII.1	Official Travel of Staff Members	44
VII.2	Official Travel of Dependents	44
VII.3	Loss of Entitlement to Return Transportation	45
VII.4	Eligible Dependents	46
VII.5	Authority for Travel	46
VII.6	Travel Expenses	46
VII.7	Route, Mode and Standard of Travel	47
VII.8	Illness or Accident During Travel	47
VII.9	Removal Costs	48
VII.10	Loss of Entitlement to Removal Expenses	50
SECTION VIII	SOCIAL SECURITY	
REGULATION 23		51
Rules		
VIII.1	Sick Leave	52
VIII.2	Maternity Leave	53
VIII.3	Compensation for Death, Injury or Other Disability Attributable to Service	54
VIII.4	Compensation for Loss or Damage to Personal Effects	55
VIII.5	Provident Fund	55

		Page
SECTION IX	STAFF RELATIONS	
REGULATION 24		57
SECTION X	DISCIPLINARY MEASURES	
REGULATION 25		59
SECTION XI	APPEALS	
REGULATION 26		61
SECTION XII	GENERAL PROVISIONS	
REGULATIONS 27-28		63
ANNEX I	Letter of Appointment	
ANNEX II	Statute of the Appeals Board of the International Oil Pollution Compensation Fund	
ANNEX A	IMCO Salary Scales for Professional and Higher Categories	
ANNEX B	IMCO Rates of Staff Assessment for Professional Staff	
ANNEX C	IMCO Schedules of Post Adjustments	
ANNEX D	IMCO Schedules of Post Adjustments	
ANNEX E	IMCO General Service Category - Salaries	
ANNEX F	IMCO Rates of Staff Assessment for General Service Category Staff	

SCOPE AND PURPOSE

The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the Director and other staff members of the Secretariat of the Fund. They represent the broad principles of personnel policy for the staffing and administration of the Secretariat.

Section I

DUTIES AND OBLIGATIONS

Regulation 1

The Director and all other staff members of the Secretariat of the Fund are international civil servants. Their responsibilities are not national but exclusively international. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct with the interests of the Fund only in view. In the performance of their duties they shall neither seek nor accept instructions from any government or from any authority external to the Fund. All staff members of the Secretariat are subject to the authority of the Director and are responsible to him in the exercise of their functions.

Regulation 2

Every staff member of the Secretariat, on taking up his duties, shall make and sign 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 Oil Pollution Compensation Fund, to discharge these functions and regulate my conduct with the interests of the Fund 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 Fund."

Regulation 3

Any privileges and immunities accorded to the Fund are conferred in the interests of the Fund. No such privileges and immunities shall excuse staff members of the Secretariat from the performance of their private obligations or from the observance of laws and regulations otherwise applicable to them. Any incident giving rise to controversy on the applicability of any privilege or immunity, shall immediately be reported by the staff member of the Secretariat concerned to the Director, with whom alone it rests to decide whether such privilege or immunity shall be waived. In the case of the Director, the Assembly or the Executive Committee shall decide whether the privileges and immunities shall be waived.

Regulation 4

Staff members of the Secretariat shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person any information known to them by reason of their official position which has not been made public, except so far as is necessary for their duties or by authorization of the Director. Nor shall they at any time use such information to private advantage. These obligations do not cease upon separation from the Secretariat of the Fund.

Regulation 5

Staff members of the Secretariat are not expected to give up their national sentiments or their political or religious convictions, and they may exercise their right to vote. However, they shall avoid any action, and in particular any kind of public pronouncement or political activity, which may adversely reflect on their position as international civil servants, at all times bearing in mind the reserve and tact incumbent upon them by reason of their international status.

Regulation 6

The whole time of staff members of the Secretariat shall be at the disposal of the Director and they shall not accept or hold any office or engage in any occupation or activity incompatible with the proper discharge of their duties. In particular, they shall not participate in any manner or have any financial interest in an enterprise whose aims or activities are closely related to those of the Fund.

Regulation 7

No staff member of the Secretariat shall accept any honour, decoration, favour, gift or remuneration from any government or other source without the Director's prior agreement. Agreement shall be granted only in exceptional cases and provided acceptance is not incompatible with the individual's status as an international civil servant.

RULE I.1

Applicability

The Staff Rules are applicable to all staff members appointed by the Director except technical assistance project personnel and personnel specifically engaged for conferences and other short-term services.

RULE I.2

Hours of Work

- (a) Normal working hours shall be from 9 a.m. to 5.30 p.m. Monday through Friday, with an interruption of one hour for lunch. Exceptions may be made by the Director as the needs of the service may require.
- (b) Staff members shall be required to work beyond the normal tour of duty whenever requested to do so.

RULE I.3

Official Holidays

- (a) Official holidays shall be:

New Year's Day

Good Friday

Easter Monday

May Day

Spring Bank Holiday

Autumn Bank Holiday

Christmas Day

Boxing Day

One extra day during the Christmas season

When one of these days falls on a Saturday or Sunday, the following Monday shall be observed as a holiday in lieu thereof.

- (b) Staff members who are nationals of any country which observes a national day may be excused from work on that day.

RULE I.4

Outside Activities and Interests

- (a) Staff members shall not engage in any continuous or recurring outside occupation or employment without the prior approval of the Director.
- (b) No staff member may be actively associated with the management of or hold a financial interest in, any business concern if it were possible for him to benefit from such association or financial interest by reason of his official position with the Fund.
- (c) A staff member who has occasion to deal in his official capacity with any matter involving a business concern in which he holds a financial interest shall disclose the measure of that interest to the Director.
- (d) The mere holding of shares in a company shall not constitute a financial interest within the meaning of this Rule unless such holding constitutes a substantial control.
- (e) Staff members shall not, except in the normal course of official duties or with the prior approval of the Director, perform any one of the following acts, if such act relates to the purpose, activities, or interests of the Fund:
 - (i) issue statements to the press, radio or other agencies of public information;
 - (ii) accept speaking engagements;
 - (iii) take part in films, theatre, radio or television productions;
 - (iv) submit articles, books or other material for publication.

RULE 1.5

Membership in Political Parties and Political Activities

- (a) Membership in a political party is permitted provided that such membership does not entail action, or obligation to action, contrary to Staff Regulation 5. The payment of normal financial contributions shall not be construed as an activity contrary to Staff Regulation 5.

- (b) In any case of doubt as to the interpretation or application of Staff Regulation 5 and the present Rule, the staff member concerned shall request a ruling from the Director.

Section II

APPOINTMENT, RENEWAL AND PROMOTION

Regulation 8

Within the budgetary and other limits established by the Assembly and the Executive Committee, as appropriate, the Director shall appoint the staff members of the Secretariat and such other additional personnel for short-term duties and assignments as may be found necessary. Each staff member of the Secretariat shall receive a letter of appointment in accordance with the provisions of Annex I to these Regulations, signed by the Director or his duly authorized representative.

Regulation 9

The paramount consideration in the appointment of staff members of the Secretariat of the Fund shall be to secure the highest standards of efficiency, competence and integrity. Subject to this requirement, all persons shall be equally eligible for all posts in the Secretariat without distinction as to sex, race, creed or religion.

Regulation 10

Selection shall normally be made on a competitive basis. Subject to this, recruitment shall be on as wide a geographical basis as possible and with a view to ensuring equitable representation in the Secretariat of nationals of the States Parties to the Fund Convention.

Regulation 11

Staff members of the Secretariat shall normally be appointed on a fixed-term basis for service of a prescribed duration. Appointments may be renewed but shall not carry any legal entitlements, express or implied, to such renewal. The maximum period of a fixed-term appointment shall be five years.

Regulation 12

The Director shall establish appropriate medical standards which persons shall be required to meet before appointment.

RULE II.1

Letter of Appointment

The letter of appointment granted to every staff member shall, in addition to the information referred to in Annex I of the Staff Regulations, contain expressly, or by reference, all the terms and conditions of employment. All contractual entitlements of staff members are strictly limited to those contained expressly, or by reference, in their letters of appointment.

RULE II.2

Effective Date of Appointment

- (a) The appointment of every locally recruited staff member shall take effect from the date on which he starts to perform his duties.
- (b) The appointment of every staff member internationally recruited shall take effect from the date on which he enters into official travel status to assume his duties, or if no official travel is involved, from the date on which he starts to perform his duties.

RULE II.3

Medical Examination

Prior to recruitment, all candidates for posts with the Fund are to undergo a medical examination by a Medical Adviser appointed by the Director, to establish that they are free from any ailment likely to impair their work or to impair the health of other staff members.

RULE II.4

Local Recruitment

Staff members who have been recruited for service in the General Service category, shall be regarded as having been locally recruited unless:

- (a) they have been recruited from outside the United Kingdom; or
- (b) the post for which the staff member has been recruited is one which, in the opinion of the Director, it would otherwise have been necessary to fill by recruitment from outside the United Kingdom.

RULE II.5

Nationality

- (a) In the application of Staff Regulations and Staff Rules, the Fund shall not recognize more than one nationality for each staff member.
- (b) When a staff member has been legally accorded nationality status by more than one State, the staff member's nationality for the purposes of the Staff Regulations and these Rules shall be the nationality of the State with which the staff member is, in the opinion of the Director, most closely associated.

RULE II.6

Family Relationships

- (a) Except where another person equally well qualified cannot be recruited, appointment shall not be granted to a person who bears any of the following relationships to a staff member: husband, wife, father, mother, son, daughter, brother or sister.
- (b) If two staff members marry, the benefits and entitlements which accrue to them shall be modified as provided in the relevant Rules; their appointment status shall not, however, be affected.

Section III

CLASSIFICATION OF POSTS

Regulation 13

Subject to the budgetary provisions made by the Assembly of the Fund, the Director shall determine appropriate categories and grades for established posts, on the basis of the classification standards approved by the Assembly or the Executive Committee.

Section IV

SALARIES AND RELATED ALLOWANCES

Regulation 14

The salaries, allowances and grants and the conditions of entitlement thereto, for all staff members of the Secretariat shall, except as may be otherwise provided in the Staff Regulations, conform whenever appropriate with the United Nations common system as applied by the Inter-Governmental Maritime Consultative Organization under its Staff Regulations and Staff Rules.

Regulation 15

The terms and conditions of service of the Director shall be determined by the Assembly or the Executive Committee with reference to the provisions of Regulation 14 and shall be specified in a contract between the Director and the Fund represented by the Chairman of the Assembly or of the Executive Committee.

RULE IV.1

Salary Scales

(i) Director and Professional Staff

- (a) The terms and conditions of service of the Director shall, in accordance with Staff Regulation 15, be specified in a contract between the Director and the Fund.
- (b) The gross salaries for Professional staff members shall correspond to those payable by the Inter-Governmental Maritime Consultative Organization (IMCO) to officers of identical level and step as revised from time to time. The relevant IMCO salary scales are reproduced at Annex A.
- (c) A staff assessment shall be applied to the gross salary scales at the same rates as are applied by IMCO from time to time. The rates specified by IMCO are contained in Annex B. The amount remaining after deduction of the assessment shall be the net salary as specified in Annex A and shall be the amount payable to the staff member.
- (d) Except where otherwise provided in these Rules, "salary" in relation to the Director and Professional Staff shall mean the net salary arrived at under sub-paragraph (c).
- (e) No staff assessment shall be applied to dependency benefits or post adjustments.
- (f) Salary increments within the levels applied by IMCO (and specified in Annex A) shall be awarded annually on the basis of satisfactory service (provided that the period of satisfactory service required for increments to any salary step above step IV of the D.1 level shall be two years).

(ii) General Service Staff

- (a) The gross salary scales for the General Service staff members shall correspond to those payable by IMCO to staff members of identical level and step (as revised from time to time). The relevant IMCO salary scales are reproduced at Annex E.
- (b) A staff assessment shall be applied to the gross salary scales at the same rates as are applied by IMCO from time to time. The rates specified by IMCO are contained in Annex F. The amount remaining after deduction of the assessment shall correspond to the net salary specified in Annex E and shall be the amount payable to the staff member.
- (c) Except where otherwise provided in these Rules, "salary" in relation to General Service Staff shall mean the net salary arrived at under sub-paragraph (b).
- (d) Staff assessment shall be applied to language allowances.
- (e) No staff assessment shall be applied to dependency benefits or non-resident's allowances.

(iii) Other Personnel

The Director shall, from time to time, determine the rates of salaries or fees to be paid to personnel specifically engaged for conferences and other short-term service and to consultants.

RULE IV.2

Post Adjustments (Director and Professional Staff)

The Director may adjust the basic salaries referred to in Rule IV.1(i) above by the application of post adjustments at the same rates as are applied by IMCO from time to time. The IMCO schedules of post adjustments are reproduced at Annexes C and D. Such post adjustment shall not be subject to staff assessment.

RULE IV.3

Allowance for Non-Residents (General Service Category)

- (a) Staff members in the General Service category, who have been recruited from outside the United Kingdom, shall receive a non-resident's allowance in the amount specified in Annex E to these Rules, provided that in no case shall the allowance be paid to a staff member who has United Kingdom nationality.
- (b) The non-resident's allowance shall be taken into account in determining Provident Fund, medical, and group insurance contributions; overtime compensation and payments and indemnities on separation.
- (c) Non-resident's allowance will not normally be paid to a staff member who, at the time of appointment:
 - (i) is living in the United Kingdom or has been in regular gainful employment there at local salary rates and conditions;
 - (ii) though not in gainful employment, has been resident in the United Kingdom for a period of more than one year;
 - (iii) is the spouse of any person covered by (i) or (ii).
- (d) Entitlement to non-resident's allowance will cease in the case of a staff member who:
 - (i) changes his residential status in such a way that he may, in the opinion of the Director, be deemed to be a permanent resident of the United Kingdom;
 - (ii) marries a spouse who himself would be regarded as "resident" (if appointed), unless he would be regarded as a dependent spouse under the Rules;

- (iii) marries a Fund staff member in the Professional or higher categories (or an official in comparable "international status" outside, for example in a diplomatic mission);
- (iv) marries another Fund staff member with non-resident's allowance. In this case, the allowance will be continued for the staff member who is regarded as the "head of the family".

RULE IV.4

Installation Grant

- (a) A staff member recruited from outside the United Kingdom, provided that his assignment is expected to be of at least one year's duration shall be paid in respect of himself and his eligible dependants an installation grant in the following conditions:
- (b) The amount of the installation grant shall in the case of staff members be the equivalent of the appropriate daily rates of per diem for 30 days after arrival.
- (c) The amount payable on behalf of a dependant for whom travel expenses have been paid by the Fund shall be one half of the amount payable to the staff member.

RULE IV.5

Language Allowance

- (a) The language allowance referred to in Annex E shall be paid to a staff member in the General Service category who passes a test prescribed by the Director and who demonstrates continued proficiency in the use of the two official languages of the Fund.
- (b) The language allowance shall be taken into account in determining Provident Fund, medical and group insurance contributions, overtime compensation and payments and indemnities on separation.

RULE IV.6

Salary Policy in Promotions

Staff members receiving promotions shall be paid in accordance with the following provisions:

- (a) during the first year following promotion a staff member in continuous service shall receive in salary the amount of one full step in the level to which he has been promoted more than he would have received without promotion, except where promotion to the lowest step of the level yields a greater amount. The step rate and date of salary increment in the higher salary level shall be adjusted to achieve this end;
- (b) when, on promotion, a staff member becomes ineligible for payment of non-resident's allowance and/or language allowance which he has formerly been receiving, the amount he has been receiving for these allowances shall be added to his salary before promotion to establish his step rate and date of next salary increment under (a) above.

RULE IV.7

Overtime and Compensatory Time Off for General Service Staff Members

Additional payment or compensatory time off shall be given to General Service staff members who are required to work in excess of 40 hours during any one working week, in accordance with the following provisions:

- (a) Staff members shall be given compensatory time off equal to the number of hours overtime worked. Such time off shall be granted during the current or succeeding month in which the overtime is worked or within such longer period as the Director may specifically authorize.

If time off cannot be granted without seriously hampering the work, the staff member shall be compensated for the overtime hours worked by an additional payment at the rate of one-and-one-half times the aggregate of his salary and language and non-resident's allowances, if any.

- (b) Work required to be performed on an official holiday shall be compensated in accordance with the provisions of (a) above, provided however that the Director may require all staff members to work on a holiday which falls during a period of exigency. In this event, he shall set another working day to be observed as the holiday and no overtime payment or compensatory time off shall be granted in respect of work performed on the official holiday.
- (c) Overtime payments shall be reckoned to the nearest hour and work periods of less than one-half hour shall not be considered.

RULE IV.8

Compensatory Time Off for Professional Staff Members

Should the exigencies of the service permit, occasional compensatory time off may be granted to Professional staff members who have been required to work substantial or recurrent periods of overtime.

RULE IV.9

Night Differential for General Service Staff Members

General Service staff members shall receive a night differential of 25 per cent of hourly pay in respect of each hour of a regular tour of duty falling between 7 p.m. and 7 a.m. No night differential shall be paid in respect of hours of overtime worked between 7 p.m. and 7 a.m.

RULE IV.10

Education Grant

Definitions

(a) For the purposes of this Rule:

- (i) "child" means a child in respect of whom a dependency allowance is payable under Rule IV.11, and includes a child over the age of 21 years who is entitled to a grant under paragraph (c) of this Rule;
- (ii) "home country" means the country of home leave of the staff member under Rule V.3. If both parents are eligible staff members, "home country" means the country of home leave of either parent;
- (iii) "duty station" means the country or area where the staff member is serving.

Eligibility

- (b) A staff member, who is regarded as an international recruit, and whose duty station is outside his home country, shall be entitled to an education grant in respect of each dependent child in full-time attendance at a school, university or similar educational institution. The Director may also authorize payment of the education grant, during mission service, to a staff member regarded as a local recruit at his normal official duty station. The grant shall not, however, be payable in respect of:
 - (i) attendance at a kindergarten or nursery school at the pre-primary level;
 - (ii) attendance at a free school or one charging only nominal fees in the country or area of the duty station;
 - (iii) correspondence courses, except those which in the opinion of the Director are the best available substitute for full-time attendance at a school of a type not available at the duty station;
 - (iv) private tuition, except tuition in a language of the home country at duty stations where satisfactory school facilities for learning that language are not available; or

- (v) vocational training or apprenticeships which either do not involve full-time schooling or in which the child receives any payment for services rendered.
- (c) 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. If the child's education is interrupted for at least one year by national service or by illness, the period of eligibility shall be extended by the period of interruption.

Amount of the Grant

- (d) The amount of the grant per scholastic year for each child shall be the sum of 75 per cent of the first \$2,000 of approved costs, 50 per cent of the next \$1,000 of such costs and 25 per cent of the next \$1,000, up to a maximum grant of \$2,250.
- (e) Approved costs shall be:
 - (i) at an educational institution outside the duty station, where the institution provides board for the child, the cost of attendance and board;
 - (ii) at an educational institution outside the duty station, where the institution does not provide board, the cost of attendance plus a flat amount of \$750 per scholastic year, subject to the overall maximum of \$2,250;
 - (iii) at an educational institution at the duty station, the cost of attendance, except as in (b) (ii) above.
- (f) Where attendance is for less than two-thirds of the scholastic year, the amount of the grant for that year shall be that proportion of the grant otherwise payable which the period of attendance bears to the full scholastic year.
- (g) Where the period of service of the staff member does not cover the full scholastic year, the amount of the grant shall normally be that proportion of the annual grant which the period of service bears to the full scholastic year.

Travel

- (h) A staff member whose child attends an educational institution outside the country or area of his duty station shall be entitled to travel expenses 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 dependants, 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 normally exceed the cost of a journey between the staff member's home country and the duty station.

Tuition of the Mother Tongue

- (i) The Director may decide in each case whether to pay an education grant to a staff member serving in a country whose language is different from his own and who is obliged to pay tuition 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.

Claims

- (j) Claims for education grant shall be submitted in writing and supported by evidence satisfactory to the Director.

Special Educational Expenses

- (k) The Director shall decide in each case whether 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/her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him/her 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 \$4,000, subject to a maximum grant of \$3,000.

RULE IV.11

Dependency Allowances

- (a) Staff members in the Professional and higher categories shall be entitled to receive dependency allowances as follows:
 - (i) \$450 per annum for each dependent child except that, where there is no dependent spouse, no allowance shall be paid for the first dependent child in respect of whom the dependency rate of staff assessment shall apply;
 - (ii) where there is no dependent spouse, a single annual allowance of \$300 for either a dependent parent, a dependent brother or a dependent sister.
- (b) The rates of dependency allowances applicable to the General Service category shall be set out in Annex E to these Rules.
- (c) If both husband and wife are staff members, one only may claim for dependent children. The claim may be made under (a)(i) if at least one is in the professional or higher categories or, if not, the claim may be made under (b). In either case the other may claim for a secondary dependant only under either (a)(ii) or (b) above if otherwise entitled.
- (d) For the purpose of the Staff Regulations and Rules a "child" shall be the unmarried child of a staff member 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. If the child is totally and permanently disabled, the requirements as to school attendance and age shall be waived. The Director may decide in each individual case whether the expression "child" shall include an adopted child or a step-child.
- (e) The claim for dependency allowances shall be supported by evidence satisfactory to the Director.

- (f) A dependency allowance shall be paid in respect of not more than one dependent parent, brother or sister, and such payment shall not be made when a payment is being made for a dependent spouse.
- (g) A dependent spouse shall be a spouse whose annual occupational earnings, if any, during the calendar year considered do not exceed the lowest entry salary level of the United Nations General Service salary scale in effect in the area of the duty station, provided that for staff in the Professional category or above, the amount shall not be less than the lowest entry level of the United Nations General Service salary scale at Geneva in force on 1 January of the year concerned.
- (h) A dependent parent, dependent brother or dependent sister shall be a parent, an unmarried brother or an unmarried sister of whose financial support the staff member provides one half or more, and in any case at least twice the amount of the dependency allowance, provided that the brother or sister is under the age of 18 years, or, if in full-time attendance at a school or university (or similar educational institution) under the age of 21 years. If the brother or sister is totally and permanently disabled the requirements as to school attendance and age shall be waived.
- (i) The amount of either of these allowances payable in local currency shall not be less than the local currency equivalent of the dollar amount at the time it was established or last revised.

RULE IV.12

Salary Advances

- (a) Salary advances may be made to staff members under the following circumstances and conditions:
 - (i) upon departure for extended official travel or for approved leave involving absence from duty for two or more pay days in the amount that would fall due for payment during the anticipated period of absence;

- (ii) upon separation, where final settlement of pay accounts cannot be made at the time of departure, subject to the advance not exceeding eighty per cent of the estimated payments due;
 - (iii) in cases where new staff members arrive without sufficient funds, in such amount as the Director may deem appropriate;
 - (iv) upon change of official duty station or detail to mission duty, in such amounts as the Director may deem appropriate.
- (b) The Director may, in exceptional and compelling circumstances, and if the request of the staff member is supported by a detailed justification in writing, authorize an advance for any reason other than those enumerated above.
- (c) Salary advances other than those referred to in (a)(i), (ii) and (iii) above, shall be liquidated at a rate as determined at the time the advance is authorized, in consecutive pay periods commencing not later than the period following that in which the advance is made.

RULE IV.13

Pensionable Remuneration

In these Rules, reference to the pensionable remuneration of a Fund staff member means an amount equal to the pensionable remuneration of an IMCO staff member of identical level and step at the relevant time.

RULE IV.14

Deductions and Contributions

- (a) There shall be deducted each pay period from the total payments due to each staff member:
 - (i) contributions to the Provident Fund, based on the staff member's pensionable remuneration as defined in Rule IV.13.

- (b) Deductions from salaries, wages and other emoluments may also be made for the following purposes:
 - (i) for contributions to the National Insurance scheme in the United Kingdom (if applicable);
 - (ii) for accident or health insurance;
 - (iii) for indebtedness to third parties when any deduction for this purpose is authorized by the Director and is made with the consent of the staff member concerned.

Section V

LEAVE

Regulation 16

Staff members of the Secretariat shall be allowed annual leave, sick leave, maternity leave and home leave, and may be allowed special leave with or without pay under the conditions specified in the Staff Rules.*

* Note: Conditions for maternity leave and sick leave are specified in Rules VIII.1 and VIII.2

RULE V.1

Annual Leave

- (a) Staff members shall accrue annual leave while in full pay status at the rate of six weeks a year, subject to the provisions of Rule V.2(c), and provided that no leave shall accrue when a staff member is receiving compensation equivalent to salary and allowances under Rule VIII.3.
- (b) Annual leave may be taken in units of days or half-days. All arrangements as to leave shall be subject to exigencies of the service which may require that leave be taken by a staff member during a period designated by the Director. Leave may be taken only when authorized but the personal circumstances and preferences of the individual staff member shall as far as possible be considered.
- (c) Annual leave may be accumulated provided that not more than twelve weeks of such leave shall be carried forward beyond 31 December of any year.
- (d) Any absence from duty not specifically covered by other provisions in these Rules shall be charged to the staff member's accrued annual leave, if any; if he has no accrued annual leave, it shall be considered as unauthorized and pay and allowances shall cease for the period of such absence.
- (e) A staff member may, in exceptional circumstances, be granted advance annual leave up to a maximum of two weeks provided his service is expected to continue for a period beyond that necessary to accrue the leave so advanced.

RULE V.2

Special Leave

- (a) Special leave, with full or partial pay or without pay, may be granted in cases of extended illness, or for other important reasons for such periods as the Director may prescribe.
- (b) A staff member who has completed one year of service and who is called upon to serve in the armed forces of the State of which he is a national, whether for training or active duty, may be granted special leave without pay for the duration of such military service.

- (c) Staff members shall not accrue service credits towards sick, annual, home and maternity leave, salary increments, termination indemnity and repatriation grant during full months of special leave with partial or without pay. Periods of less than one calendar month of such leave shall not affect the ordinary rates of accrual; nor shall continuity of service be considered broken by periods of special leave.

RULE V.3

Home Leave

- (a) Staff members, who are serving outside their home country and who are otherwise eligible shall be entitled once in every two years of qualifying service to visit their home country at the Fund's expense for the purpose of spending in that country a substantial period of annual leave. Leave taken for this purpose and under the terms and conditions set forth in this Rule shall hereinafter be referred to as home leave.
- (b) A staff member shall not be entitled to home leave unless his service is expected by the Director to continue at least six months beyond the date of his return from home leave.
- (c) The country of home leave shall be the country of the staff member's nationality, subject to the following terms, conditions and exceptions:
- (i) the place of home leave of the staff member within his home country shall be, for purposes of travel and transportation entitlements, the place with which the staff member had the closest residential ties during the period of his most recent residence in his home country preceding appointment;
 - (ii) a staff member who has served with another public international organization immediately preceding his appointment shall have the place of his home leave determined as though his entire previous service with the other international organization had been with the Fund;

- (iii) The Director, in exceptional and compelling circumstances, may authorize as the home country, for the purposes of this Rule, a country other than the country of nationality. A staff member requesting such authorization will be required to satisfy the Director that he maintained his normal residence in such other country for a prolonged period preceding his appointment.
- (d) The first home leave for an eligible staff member shall fall due in the second calendar year after the one in which he was appointed or in which entitlement is acquired.
- (e) A staff member may be required to take his home leave in conjunction with travel on official business, due regard being paid to the interests of the staff member and his family.
- (f) Subject to the conditions specified in Rule VII of these Rules, a staff member shall be entitled to claim in respect of authorized travel on home leave, travel time and expenses for himself and eligible dependants for the outward and return journeys between his official duty station and the place of residence in his home country.
- (g) Travel of dependants shall be in conjunction with the approved home leave of the staff member provided that exceptions may be granted if the exigencies of the service or other special circumstances prevent the staff member and his dependants from travelling together.
- (h) If both husband and wife are staff members eligible for home leave, they shall be granted home leave when due, with or without the other spouse, except that neither shall be entitled to more than one travel every two years. Dependent children whose parents are staff members each of whom is entitled to home leave, may accompany either parent provided that the frequency of travel does not exceed once in every two years.
- (i) A staff member travelling on home leave shall be required to spend a substantial period of leave in his home country. The Director may request a staff member, on his return from home leave, to furnish satisfactory evidence that this requirement has been fully met.

Section VI

SEPARATION

Regulation 17

The normal age of retirement for staff members of the Secretariat shall be 60 years. This age limit may be extended in the interest of the Fund in exceptional cases.

Regulation 18

(a) The Director may, giving his reasons therefor, terminate the appointment of a staff member before the expiry date of the appointment in any of the following circumstances, namely:

- (i) if the needs of the Fund require abolition of the post or reduction in staff;
- (ii) if the services of the staff member prove unsatisfactory;
- (iii) if the staff member is for reasons of health incapacitated for further service;
- (iv) if the conduct of the staff member does not meet the high standards of integrity and behaviour required under the Regulations or is otherwise unsatisfactory;
- (v) if facts anterior to the appointment of the staff member and relevant to his suitability come to light, which, if they had been known at the time of his appointment, should under the standards provided in these Regulations, have precluded his appointment.

(b) If a prima facie case for terminating an appointment under this Regulation has been established, the Director may suspend the staff member concerned from duty, with or without pay, during investigation, the suspension being without prejudice to the rights of the individual.

Regulation 19

The terms and conditions governing termination under Regulation 18, including provisions for the payment of termination indemnity, shall be specified in the Staff Rules.

Regulation 20

Where it is not intended to offer reappointment to a staff member of the Secretariat serving under a fixed-term contract, that staff member of the Secretariat shall be entitled to be informed of the intention not to offer reappointment at least six months before the date of expiry of the contract.

Regulation 21

Unless otherwise specified in the letter of appointment, thirty days' written notice of resignation shall be given by staff members of the Secretariat. The Director may, however, accept resignations on shorter notice.

RULE VI.1

Termination Indermity

(a) Staff members with contracts for a term exceeding six months whose contracts are terminated under Staff Regulation 18 shall be paid an indemnity in accordance with the following schedule, except as provided in sub-paragraph (b) below:

Completed years of service	Number of weeks/months of payment of remuneration
Up to 6 years	(One week for each month of uncompleted service (subject to a minimum of six weeks and a maximum of three months of indemnity pay
Less than 7 years	5 months
" " 8 "	7 "
" " 9 "	9 "
" " 10 "	9.5 "
" " 11 "	10 "
" " 12 "	10.5 "
" " 13 "	11 "
" " 14 "	11.5 "
" " 15 "	12 "
or more	

(b) No indemnity shall be paid to a staff member who is summarily dismissed. A staff member whose contract is terminated for unsatisfactory services or who for disciplinary reasons is dismissed for misconduct other than by summary dismissal may be paid, at the discretion of the Director, an indemnity not exceeding one half of the indemnity provided under paragraph (a) above.

- (c) Length of service shall be deemed to comprise the total period of a staff member's full time continuous service with the Fund, regardless of types of appointment. Continuity of such service shall not be considered as broken by periods of special leave without pay or on partial pay but full months of any such periods exceeding one calendar month shall not be credited as service for indemnity purposes; periods of less than one calendar month shall not affect the ordinary rates of accrual.
- (d) Termination indemnity shall not be paid to any staff member who, upon separation, will receive compensation for permanent disability under Rule VIII.3.
- (e) For the purpose of this Rule, the remuneration of a staff member shall be his pensionable remuneration less staff assessment.

RULE VI.2

Repatriation Grant

- (a) A repatriation grant shall be payable to any non-locally recruited staff member, who on leaving the Fund otherwise than by summary dismissal, has completed one year of service outside the country of his home. For the purpose of this Rule, dependants shall mean a spouse and/or dependent children.
- (b) In the event of the death of a staff member who at the time of death would have been eligible for the grant, payment shall be made to the spouse and dependent children. If there is one such surviving dependant, the grant shall be paid at the single rate; if there is more than one, it shall be paid at the dependency rate. If there is no such surviving dependant, no payment shall be made.
- (c) The repatriation grant shall be computed in accordance with the following schedule. If service in the final year is less than twelve full months, the grant shall be paid in respect of completed months of service in that year.

Years of continuous service away from the home country	Staff member with a spouse or 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
(Weeks of pensionable remuneration less staff assessment, where applicable)			
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	28	16	14
or more			

(d) "Repatriation" as used in this Rule shall mean the obligation to return a staff member and his dependants, upon separation, at the expense of the Fund, to a place outside the country of his duty station.

(e) "Home country" as used in this Rule shall mean the country of home leave entitlement under Rule V.3 or such other country as the Director may determine.

- (f) If at any time the staff member was considered to have acquired permanent residence in the country of his duty station and subsequently changed from such status, his continuous service will be deemed to have commenced at the time the change was made. Continuity of such service shall not be considered as broken by periods of special leave without pay or in partial pay, but full months of any such periods shall not be credited as service for the purpose of calculating the amount of the grant payable; periods of less than one calendar month shall not affect the ordinary rates of accrual.
- (g) No payments shall be made to a staff member who abandons his post, nor to any staff member who is residing at the time of separation in his home country while performing his official duties.
- (h) Dependants, within the meaning of this Rule, shall consist of (i) a spouse or (ii) children in respect of whom a staff member, at the time of separation, is receiving dependency allowances under Rule IV.10. The repatriation grant shall be paid at the dependency rate to staff members with dependants regardless of the place of residence of the dependants.
- (i) Where both husband and wife are staff members and each is entitled, on separation, to payment of a repatriation grant, payment shall be made to each, at single rates, according to their respective entitlements, provided that, where dependent children are recognized, the first parent to be separated may claim payment at dependency rates. In this event the second parent, on separation, may claim payment at the single rate for the period of qualifying service subsequent thereto; or, if eligible, at the dependency rate for the whole period of his qualifying service, from which shall normally be deducted the amount of the repatriation grant paid to the first parent.
- (j) Loss of entitlement to payment of return travel expenses under Rule VII.3 shall not affect a staff member's eligibility for payment of the repatriation grant.
- (k) In the event of the death of an eligible staff member, no payment shall be made unless there is a surviving spouse or one or more dependent children whom the Fund is obligated to return to their home country.

RULE VI.3

Expiration of Fixed-Term Appointments

- (a) An appointment for a fixed-term shall expire automatically on the expiration date specified in the letter of appointment.
- (b) Where it is not intended to offer reappointment to a staff member of the Secretariat serving under a fixed-term contract, the Director shall inform the staff member of the intention not to offer reappointment at least six months before the date of expiry of the contract.
- (c) Separation as a result of the expiration of any such appointment shall not be regarded as a termination within the meaning of the Staff Regulations and Rules.

RULE VI.4

Commutation of Accrued Annual Leave

If upon separation a staff member has accrued annual leave, he shall be paid in lieu thereof a sum of money equivalent to his pensionable remuneration less staff assessment, where applicable, for the period of such accrued leave up to a maximum of sixty working days.

RULE VI.5

Restitution of Advance Annual and Sick Leave

Upon separation, a staff member who has taken advance annual or sick leave beyond that which he has subsequently accrued, shall make restitution for such advance leave by means of a cash refund or an offset against monies due to him from the Fund, equivalent to the remuneration received, including allowances and other payments in respect of the advance leave period. The Director may waive this requirement if he is satisfied there are exceptional or compelling reasons for so doing.

RULE VI.6

Certification of Service

Any staff member who so requests shall, on leaving the service of the Fund, be given a statement relating to the nature of his duties and the length of his service. On his written request, the statement shall also refer to the quality of his work and his official conduct.

RULE VI.7

Last Day for Pay Purposes

- (a) When a staff member is separated from service, the date on which entitlement to salary, allowances and benefits shall cease shall be determined according to the following provisions:
- (i) upon resignation, the date shall be either the date of expiration of the notice period under Staff Regulation 21 or such other date as the Director accepts. Staff members will be expected to perform their duties during the period of notice of resignation, except when the resignation takes effect upon the completion of maternity leave or following sick or special leave. Annual leave will be granted during the notice of resignation only for brief periods and for purposes not inconsistent with the provisions of Rule VI.4;
 - (ii) upon expiration of a Fixed-Term Appointment, the date shall be the date specified in the letter of appointment;
 - (iii) upon termination, the date shall be the date provided in the notice of termination;
 - (iv) upon retirement, the date shall be the date approved by the Director for retirement;
 - (v) in the case of summary dismissal, the date shall be the date of dismissal;
 - (vi) in the case of death, the date on which entitlement to salary, allowances and benefits shall cease shall be the date of death, unless there is a surviving spouse or dependent child. In this event, the date shall be determined in accordance with the following schedule:

Completed Years of Service in the Secretariat (as defined in Rule VI.1)	Months of Extension Beyond Date of Death
0	1
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9 or more	9

Payment related to the period of extension beyond date of death may be made in a lump sum as soon after death as the pay accounts and related matters can be closed. Such payment shall be made only to the surviving spouse or dependent child or children, and shall be limited to the following:

- (a) pensionable remuneration less staff assessment, where applicable;
- (b) dependency allowances in respect of dependent children;

All other entitlements and accrual of benefits shall cease as of the date of death.

- (b) When an internationally recruited staff member is exercising an entitlement to return travel, the last day for pay purposes shall be the date established under paragraph (a) (i), (ii) or (iii) above, or the estimated date of arrival at the place of entitlement, whichever is later. The estimated date of arrival shall be determined on the basis of the time it would take to travel without interruption by an approved route and mode of direct travel from the duty station to the place of entitlement, the travel commencing no later than the day following the date established under paragraph (a) above.

RULE VI.8

Transportation of Decedents

Upon the death of a staff member or of his recognized dependant, the Fund shall pay the expenses of transportation of the body from his official duty station or, in the event of death having occurred whilst in travel status, from the place of death to a place to which the staff member or his dependant was entitled to return transportation under Rule VII.1 or VII.2. These expenses shall include reasonable costs for preparation of the body.

Section VII

TRAVEL AND REMOVAL EXPENSES

Regulation 22

The Fund shall pay the travel and related expenses, including removal costs, of staff members of the Secretariat and their dependants on the terms and conditions specified in the Staff Rules.

RULE VII.1

Official Travel of Staff Members

- (a) Subject to the conditions laid down in these Rules, the Fund shall pay the travel expenses of a staff member under the following circumstances:
- (i) on initial appointment for internationally recruited staff;
 - (ii) when required to travel on official business;
 - (iii) on home leave, in accordance with the provisions of Rule V.3;
 - (iv) on separation from service.
- (b) Under sub-paragraph (iv) above, the Fund shall pay the travel expenses of a staff member to the place from which he was recruited or, if he had an appointment for a period of two years or longer or had completed not less than two years of continuous service, to the place recognized as his home for the purposes of home leave under Rule V.3. Should a staff member, on separation, wish to go to any other place, the travel expenses borne by the Fund shall not exceed the maximum amount that would have been payable respectively on the basis of return transportation to the place of recruitment or of home leave.

RULE VII.2

Official Travel of Dependants

- (a) Subject to the conditions laid down in these Rules, the Fund shall pay the travel expenses of a staff member's eligible dependants under the following circumstances:
- (i) On the initial appointment of a staff member who is considered to have been internationally recruited, provided the appointment is for a period of one year or longer, and provided his services are expected by the Director to continue for more than six months beyond the date on which travel of his dependants commences;

- (ii) following completion by the staff member of not less than one year of continuous service, provided his services are expected by the Director to continue for more than six months beyond the date on which travel of his dependants commences;
 - (iii) on home leave, in accordance with the provisions of Rule V.3;
 - (iv) on separation of a staff member from service, provided his appointment was for a period of one year or longer or he had completed not less than one year of continuous service;
 - (v) on journeys approved in connexion with the education of a staff member's child.
- (b) Under sub-paragraphs (i) and (ii) of paragraph (a) above, the Fund shall pay the travel expenses of a staff member's eligible dependants either from the place of recruitment or from the place recognized as his home for the purposes of home leave. Should a staff member wish to bring any eligible dependants to his official duty station from any other place, the travel expenses borne by the Fund shall not exceed the maximum amount that would have been payable on the basis of travel from place of recruitment or home leave.
- (c) Under sub-paragraph (iv) of paragraph (a) above, the Fund shall pay the travel expenses of a staff member's eligible dependants from his official duty station to the place to which he is entitled to be returned, in accordance with the provisions of Rule VII.1.

RULE VII.3

Loss of Entitlement to Return Transportation

- (a) A staff member who resigns before completing one year of service or within six months following the date of his return from home leave shall not normally be entitled to payment of return travel expenses for himself or his dependants. The Director may, however, authorize such payment if he is satisfied there are compelling reasons for so doing.
- (b) Entitlement to return travel expenses shall cease if travel has not commenced within six months after the date of separation.

RULE VII.4

Eligible Dependants

- (a) Dependants, for the purposes of official travel, shall be deemed to comprise (i) a spouse and (ii) children in respect of whom a dependency allowance is payable under Rule IV.11, a grant is payable under Rule IV.10(c) or in respect of whom such an allowance would be payable if, under the Staff Regulations or Rules, the staff member concerned was not specifically excluded from entitlement. A child of more than 21 years of age may also be considered a dependant for travel purposes if totally disabled.
- (b) The Director may authorize payment of the travel expenses of a child for one trip either to the staff member's duty station or to his home country beyond the age when the dependency status of the child would otherwise cease under the relevant Staff Regulations and Staff Rules, either within one year or upon completion of the child's continuous full-time attendance at a university, when the attendance at the university commenced during the period of recognized dependency status.

RULE VII.5

Authority for Travel

Before travel is undertaken it shall be authorized in writing by the Director. In exceptional cases staff members may be authorized to travel on oral orders but such oral authorization shall require written confirmation. A staff member shall be personally responsible for ascertaining that he has the proper authorization before commencing travel.

RULE VII.6

Travel Expenses

- (a) Travel expenses of staff members and their dependants shall be paid or reimbursed according to rates and upon conditions established by the Director and shall include:
- (i) transportation expenses (i.e. carrier fare);
 - (ii) terminal expenses;

- (iii) transit expenses;
 - (iv) travel subsistence allowance;
 - (v) necessary additional expenses incurred during travel.
- (b) Staff members shall exercise the same care in incurring expenses that a prudent person would exercise if travelling on personal business.

RULE VII.7

Route, Mode and Standard of Travel

- (a) Official travel shall in all instances be by a route, mode and standard of travel approved in advance by the Director.
- (b) The mode of travel shall normally be by air.
- (c) Payment by the Fund of air travel expenses shall be limited to the cost of economy class accommodation, except for the Director.
- (d) Travel subsistence or other entitlements including travel time shall be limited to the amount allowable for a journey by the approved route, mode and standard. Staff members who wish to make other arrangements for personal convenience must obtain permission to do so in advance and pay all additional costs.

RULE VII.8

Illness or Accident During Travel

The Fund shall pay or reimburse reasonable hospital and medical expenses, in so far as these are not covered by other arrangements which may be incurred by staff members who become ill or are injured while in travel status on official business.

RULE VII.9

Removal Costs

- (a) Subject to the conditions laid down in these Rules, the Fund shall pay expenses in connexion with the removal of an internationally recruited staff member's personal effects and household goods, under the following circumstances:
- (i) on initial appointment provided the appointment is for a period of two years or longer;
 - (ii) following completion by a staff member of not less than two years of continuous service;
 - (iii) upon separation from service, provided the staff member had an appointment for a period of two years or longer or had completed not less than two years of continuous service.
- (b) Under sub-paragraphs (i) and (ii) of paragraph (a) above, the Fund shall pay the expenses of removing a staff member'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 V.3; provided that the goods and effects were in his possession at the time of appointment, were used by him and/or his dependants and are being transported for his own use. Payment of removal expenses from a place other than those specified may be authorized by the Director in exceptional cases, on such terms and conditions as he deems appropriate.
- (c) Under sub-paragraph (iii) of paragraph (a) above, the Fund shall pay the expenses of removing a staff member's household goods and personal effects from his official duty station to any one place to which he is entitled to be returned in accordance with the provisions of Rule VII.1, or any other one place authorized by the Director in exceptional cases on such terms and conditions as he deems appropriate, provided the goods and effects were in the staff member's possession at the time of separation, were used by him and/or his dependants and are being transported for his own use.

- (d) Payment by the Fund of removal expenses shall be subject to the following conditions:
- (i) the maximum weight and volume for which entitlement to removal at the Fund's expense exists shall be 27 measurement tons of 40 cubic feet each (1,080 cubic feet), inclusive of packing crates and lift vans, for staff members without dependants and 45 measurement tons (1,800 cubic feet) for staff members with one or more dependants residing with them at their official duty station. A higher maximum may be set, however, in the case of a staff member with one or more dependants residing with him at his official duty station, if the staff member presents convincing evidence that his normal and necessary household effects to be removed exceed 45 measurement tons;
 - (ii) storage charges, other than those directly incidental to normal transportation expense, shall not normally be allowed;
 - (iii) reasonable costs of packing, crating, cartage, unpacking and uncrating shall be allowed for shipments within the limits of authorized weights or volume, except that costs for servicing of appliances, dismantling or installation of fixtures or special packing will not be borne by the Fund;
 - (iv) transportation shall be by the most economical means as determined by the Director, taking into account costs of packing, crating, cartage, unpacking and uncrating;
 - (v) the cost of insurance in transit of household goods and effects (excluding any articles of value for which special rates of premium are charged) shall be reimbursed up to the value for which they are ordinarily insured by the staff member, subject to a maximum of \$15,000 valuation and to review and approval of the valuation by the Director. The Fund shall in no case be responsible for loss or breakage;
 - (vi) privately-owned automobiles shall not be transported at the Fund's expense.

- (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, and each is entitled to removal of personal effects and household goods, the maximum weight and volume that may be removed at the Fund's expense for both of them shall be that provided for a staff member with dependants residing with him at his duty station.

RULE VII.10

Loss of Entitlement to Removal Expenses

- (a) A staff member who resigns before completing two years of service shall not normally be entitled to payment of removal expenses under Rule VII.9 above.
- (b) Entitlement to removal expenses under Rule VII.9(a), (i) and (ii) shall cease when the staff member's services are not expected to continue for more than six months beyond the proposed date of arrival of the household goods and effects.
- (c) Entitlement to removal expenses on separation from service shall cease if removal has not commenced within one year after the date of separation.

Section VIII

SOCIAL SECURITY

Regulation 23

(a) The Director shall establish a scheme of social security for staff members, including provisions for health protection, sick leave and maternity leave, and compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the Fund.

(b) The Director shall establish and operate a provident fund to which both the Fund and staff members shall contribute on such terms and conditions as may be approved by the Executive Committee.

RULE VIII.1

Sick Leave

- (a) Staff members who are incapacitated from the performance of their duties by illness or injury or whose attendance is prevented by public health requirements will be granted sick leave in accordance with the following provisions:
- (i) all sick leave must be approved by the Director;
 - (ii) a staff member holding a Fixed-Term Appointment for less than one year shall be granted sick leave credit at the rate of two working days per month of contractual service;
 - (iii) a staff member holding a Fixed-Term Appointment of one year or longer shall be granted sick leave up to three months on full salary and three months on half salary in any period of twelve consecutive months, provided that the amount of sick leave permitted in any four consecutive years shall not exceed eighteen months, nine months on full salary and nine months on half salary;
 - (iv) staff members shall be responsible for informing their supervisors as soon as possible of absences due to illness or injury;
 - (v) except with the approval of the Director, no staff member may be granted sick leave for a period of more than three consecutive working days without producing a certificate from a duly qualified medical practitioner, to the effect that he is unable to perform his duties and stating the nature of the illness, and the probable duration of incapacity. Such certificate shall, except in circumstances beyond the control of the staff member, be produced not later than the end of the fourth working day following the initial absence from duty of the staff member;
 - (vi) after a staff member has taken periods of non-certified sick leave totalling seven working days within a leave year, any additional sick leave within that year shall either be supported by a medical certificate or be deducted from annual leave or charged as special leave without pay;

- (vii) a staff member may be required at any time to submit a medical certificate as to his condition or to undergo examination by a medical practitioner named by the Director. If the Director is satisfied that such is to the interest both of the Fund and of the individual, further sick leave may be refused or a period of sick leave may be required to enable proper treatment to be undertaken, provided that if the staff member so requests the matter shall be referred to an independent practitioner or a medical board acceptable to both the Director and the staff member;
 - (viii) a staff member shall not, whilst on sick leave, leave the area of duty station without the prior approval of the Director.
- (b) When sickness of more than three consecutive working days occurs within a period of annual leave, including home leave, sick leave may be approved on production of an appropriate medical certificate or other satisfactory evidence. In such circumstances, a staff member should submit his request for sick leave together with supporting certificate or other evidence as soon as practicable, and in any event immediately on his return to duty.
 - (c) A staff member shall immediately notify the Director in any case of contagious disease occurring in his household or of any quarantine order affecting his household. A staff member who, as a result of these circumstances is directed not to attend the office shall receive his full salary and other emoluments for the period of authorized absence.
 - (d) Entitlement to sick leave shall lapse on the final date of a staff member's appointment.

RULE VIII.2

Maternity Leave

- (a) A staff member who will have served continuously for one year at the anticipated time of confinement:
 - (i) shall be entitled to absent herself from her duties until the date of confinement upon producing an acceptable medical certificate that her confinement will probably take place within six weeks;

- (ii) shall not be permitted to work during the six weeks following confinement;
 - (iii) shall receive maternity leave on full pay for the entire duration of her absence in accordance with (i) and (ii) above. No miscalculations on the part of the doctor or midwife as to the date of the confinement shall prevent the staff member from receiving full pay to the actual date of confinement.
- (b) A staff member with less than one year of continuous service at the anticipated time of confinement shall be given her accrued annual leave, and on her request, special leave without pay for the balance of her absence in accordance with (i) and (ii) of paragraph (a) above.
 - (c) Sick leave shall not normally be granted for maternity cases except where serious complications arise.
 - (d) Return to duty after maternity leave shall be approved by the Medical Adviser of the Fund on the basis of a medical certificate.
 - (e) Annual leave under Rule V.1(a) shall accrue during the period of maternity leave provided that the staff member returns to service for at least six months after the completion of maternity leave.

RULE VIII.3

Compensation for Death, Injury or Other Disability
Attributable to Service

- (a) Staff members shall be entitled to compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the Fund, in accordance with conditions to be laid down by the Director.
- (b) Staff members shall be entitled to join a private health scheme prescribed by the Director on terms laid down by him including reimbursement by the Fund of one half of the premium paid by the staff member. If a staff member is a member of any other health scheme he shall be entitled to reimbursement by the Fund of one half of the premiums paid by him up to but not exceeding the sum to which he would have been entitled if he had joined a prescribed scheme.

RULE VIII.4

Compensation for Loss or Damage to Personal Effects

Staff members shall be entitled, at the discretion of the Director, to reasonable compensation in the event of loss or damage to their personal effects, determined to be directly attributable to the performance of official duties on behalf of the Fund.

RULE VIII.5

Provident Fund

- (a) A Provident Fund shall be established with effect from 1 January 1979.
- (b) All staff members as defined in sub-clause VIII.5(h) shall participate in the Provident Fund which shall consist of:
 - (i) Contributions of 7 per cent of the pensionable remuneration of all staff members payable by them as from the dates of commencement of their services with the Fund respectively;
 - (ii) Contributions of 14 per cent of the pensionable remuneration of staff members to be made by the Fund as from the date of commencement of their services with the Fund respectively;
 - (iii) The interest accrued from the investment of these contributions.
- (c) Payment of contributions to the Provident Fund shall be effected monthly.
- (d) The administration, investment and control of the Provident Fund is the responsibility of the Director.
- (e) The share of the staff member in the Provident Fund shall, at the discretion of the Director, be payable upon separation of the staff member from the Fund or to his nominated beneficiary on his death. A staff member whose contract is terminated within or at the end of a probationary period shall be entitled only to that part of his share of the Provident Fund contributed by himself plus the interest accruing thereon, unless such separation is in the opinion of the Director due to health reasons; the Fund's contribution of 14 per cent plus interest thereon shall revert to the Fund.

- (f) The final date used for the calculation of payment of the staff member's share in the Provident Fund shall be determined by the application of Rule VI.7.
- (g) The auditing of the Provident Fund shall be carried out in conjunction with the annual auditing of the accounts of the Fund.
- (h) For the purpose of this Rule "staff member" means a person holding a fixed-term contract for full time service with the Fund for a period exceeding six months. Contracts issued by IMCO to persons who have served the Fund on a full time basis shall for this purpose be considered as contracts with the Fund.
- (i) The share of a staff member in the Provident Fund shall be the contributions referred to in paragraphs (b)(i) and (ii) of this Rule together with interest thereon less a proportion of any administrative expenses or banking charges incurred in respect of the Provident Fund.

Section IX

STAFF RELATIONS

Regulation 24

Staff members of the Secretariat shall be entitled to make proposals to the Director regarding personnel policies and general questions of staff welfare.

Section X

DISCIPLINARY MEASURES

Regulation 25

The Director may impose disciplinary measures on staff members whose conduct is unsatisfactory. He may summarily dismiss a staff member for serious misconduct.

Section XI

APPEALS

Regulation 26

- (a) A staff member, former staff member or rightful claimants to his estate may request the Director on the grounds of non-observance of the Staff Regulations, the Staff Rules or the conditions of employment, to withdraw or amend an individual decision applicable to him.
- (b) The request shall be made in writing within thirty days of the date of notification of the decision in question, or within ninety days in the case of a request by rightful claimants to an estate.
- (c) If the Director declines a request or takes no decision thereon within thirty days of receipt of the application, the applicant may lodge an appeal with the Appeals Board which is hereby established for this purpose. The Statute of the Board is set out in Annex II to these Regulations.
- (d) The execution of a disputed decision of the Director shall not be suspended pending the consideration of a request or appeal.

Section XII

GENERAL PROVISIONS

Regulation 27

These Regulations may be supplemented or amended by the Assembly or the Executive Committee, without prejudice to the acquired rights of staff members of the Secretariat.

Regulation 28

The Director shall issue Staff Rules necessary to implement these Regulations and shall report such Rules and any amendments thereto to the Executive Committee.

ANNEX I TO STAFF REGULATIONS

(Staff Regulation 8)

LETTER OF APPOINTMENT

- (a) The letter of appointment referred to in Staff Regulation 8 shall state:
- (i) that the appointment is subject to the provisions of the Staff Regulations and of the Staff Rules applicable to the category of appointment in question, and to changes which may be duly made in such Regulations and Rules from time to time;
 - (ii) the nature of the appointment;
 - (iii) the date at which the staff member is required to enter upon his duties;
 - (iv) the period of appointment, the notice required to terminate it and period of probation, if any;
 - (v) the category, level, commencing rate of salary and if increments are allowable, the scale of increments and the maximum attainable;
 - (vi) any special conditions which may be applicable.
- (b) A copy of the Staff Regulations and of the Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he has been made acquainted with and accepts the conditions laid down in the Staff Regulations and in the Staff Rules.

ANNEX II TO STAFF REGULATIONS

(Staff Regulation 26)

STATUTE OF THE APPEALS BOARD OF THE INTERNATIONAL
OIL POLLUTION COMPENSATION FUND

I. Jurisdiction of the Board

- (a) The Appeals Board established under Staff Regulation 26 shall have authority to settle disputes between a staff member, former staff member or the rightful claimants to his estate and the Director concerning individual decisions applying to persons in the former categories, who base their case on non-observance of the Staff Regulations, the Staff Rules or the conditions of employment including the contract or letter of appointment.
- (b) Any dispute as to the competence of the Board shall be decided by the Board itself.

II. Composition of the Board

- (a) The Appeals Board shall consist of three nationals of different Contracting States to be appointed by the Assembly. Three substitute members from three other Contracting States shall also be appointed.
- (b) The members and the substitute members may be named individuals or the holders for the time being of any senior government office and residing in or near London. They shall not be staff members of the Fund. At least one member and one substitute member shall have legal qualifications.
- (c) The members and the substitute members shall be appointed for a term of two years and may be reappointed. In the event of the death or resignation of a member or substitute member, the Assembly shall appoint a replacement for the unexpired portion of his term.

- (d) The members of the Board shall be completely independent in the discharge of their duties. They shall not receive any instructions.
- (e) The Board shall designate from among its members a Chairman.
- (f) The Board shall not be validly constituted unless three members or substitute members, one of whom shall have legal qualifications, is present. If the Chairman is unavailable for a particular hearing, another member shall be chosen to act as Chairman for that hearing.

III. Procedure

- (a) The Appeals Board shall adopt its own rules of procedure including provisions for fixing time limits on the lodgment of appeals and setting the dates for examining appeals.
- (b) The Board shall decide, in every case, whether all or part of the proceedings shall be held in public or in private.
- (c) The Director and the appellant may attend the hearing and make oral statements in support of the arguments put forward in written memoranda. They may be assisted or represented for this purpose by persons of their choice.
- (d) The Board is entitled to have before it any document it may consider useful for the consideration of an appeal. Any document communicated to the Board shall also be communicated to the Director and to the appellant.
- (e) The Board shall hear any witnesses whose evidence it considers may be useful in the proceedings. The Board may require any official of the Fund to appear before it as a witness.
- (f) The members of the Board shall deliberate in private.

- (g) Where the Board allows an appeal, it shall annul or vary the disputed decision. It may also order the Fund to pay the appellant compensation for damage sustained as a result of any non-observance of the Staff Regulations, the Staff Rules or the contract or conditions of employment.
- (h) In determining the amount of compensation to be paid to the appellant, the Board may take into account considerations put forward by the Director that the execution of the award might cause internal difficulties for the Fund.
- (i) In cases where it has allowed an appeal, the Board may decide that the Fund shall reimburse justified expenses incurred by the appellant. The Board may also decide that the Fund shall reimburse travel and subsistence expenses incurred by witnesses. In taking such decisions, the Board shall take into account the nature of the dispute and the amount of money involved.
- (j) The Appeals Board shall reach its decisions by majority vote. Reasons shall be given for decisions.
- (k) No appeal lies from decisions of the Board.
- (l) The Director shall make the necessary administrative arrangements for the functioning of the Appeals Board.
- (m) The Chairman shall appoint a Secretary to the Board. In the discharge of his duties, the Secretary shall be responsible only to the Board.
- (n) Travel expenses incurred by members of the Board and expenses incurred by the Secretary shall be refunded by the Director.
- (o) Any compensation awarded by the Board and expenses payable by the Fund shall be borne by the budget of the Fund.

ANNEX A

TABLE 'A' REVISED

(Effective 1 January 1977)

IMCO SALARY SCALES FOR PROFESSIONAL AND HIGHER CATEGORIES SHOWING ANNUAL
GROSS AND THE NET EQUIVALENT AFTER APPLICATION OF STAFF ASSESSMENT
(in US dollars)

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
P-1 Gross	14,300	14,900	15,510	16,120	16,750	17,380	18,020	18,640	19,260	19,860			
Net D	11,917	12,331	12,751.90	13,169.20	13,585	14,000.80	14,423.20	14,832.40	15,241.60	15,241.60			
Net S	11,215.20	11,601.60	11,994.44	12,382.60	12,763.75	13,144.90	13,532.10	13,907.20	14,282.30	14,645.30			
P-2 Gross	19,040	19,710	20,390	21,070	21,760	22,440	23,130	23,820	24,530	25,250	25,970		
Net D	15,096.40	15,538.60	15,975.70	16,404.10	16,838.80	17,267.20	17,701.90	18,136.60	18,568	19,000	19,432		
Net S	14,149.20	14,554.55	14,954.25	15,345.25	15,742	16,133	16,529.75	16,926.50	17,318.85	17,711.25	18,103.65		
P-3 Gross	23,910	24,760	25,620	26,460	27,300	28,170	29,060	29,940	30,760	31,580	32,400	33,230	34,080
Net D	18,193.30	18,706	19,222	19,726	20,230	20,746.90	21,254.20	21,755.80	22,223.20	22,690.60	23,158	23,624.20	24,083.20
Net S	16,978.25	17,444.20	17,912.90	18,370.70	18,828.50	19,297.55	19,755.90	20,209.10	20,631.40	21,053.70	21,476	21,896.55	22,308.80
P-4 Gross	29,940	30,910	31,880	32,860	33,860	34,860	35,850	36,840	37,880	38,930	39,980	40,980	
Net D	21,755.80	22,308.70	22,861.60	23,420.20	23,964.40	24,504.40	25,039	25,573.60	26,135.20	26,683.60	27,229.60	27,749.60	
Net S	20,209.10	20,708.65	21,208.20	21,712.90	22,202.10	22,687.10	23,167.25	23,647.40	24,151.80	24,642.45	25,130.70	25,595.70	
P-5 Gross	38,190	39,340	40,460	41,530	42,600	43,690	44,790	45,890	47,000	48,110			
Net D	26,298.80	26,896.80	27,479.20	28,035.60	28,592	29,145	29,695	30,245	30,800	31,355			
Net S	24,298.35	24,833.10	25,353.90	25,851.45	26,349	26,842.05	27,331.55	27,821.05	28,315	28,808.95			
D-1 Gross	43,890	45,320	46,760	48,190	49,560	51,070	52,450						
Net D	29,245	29,960	30,680	31,395	32,112	32,793.60	33,456						
Net S	26,931.05	27,567.40	28,208.20	28,844.55	29,481.25	30,084.75	30,671.25						
D-2 Gross	52,650	54,160	55,700	57,300									
Net D	33,552	34,276.80	35,002	35,738									
Net S	30,756.25	31,398	32,038.50	32,686.50									
ASG Gross	67,430												
Net D	40,269.20												
Net S	36,660.55												
USG Gross	76,030												
Net D	43,872												
Net S	39,800.65												

Staff Rules

D : Salary rates applicable to staff members with a dependent spouse or child
S : Salary rates applicable to staff members with no dependent spouse or child

ANNEX B

IMCO Rates of Staff Assessment for
Professional Staff

Total assessable payments (in US dollars)	Assessment (per cent)	
	Staff member with a dependent spouse or a dependent child	Staff member with neither a dependent spouse nor a dependent child
First \$10,000 per year	12.3	17.3
Next \$2,000 per year	25	29.7
Next \$2,000 per year	28	32.7
Next \$2,000 per year	31	35.6
Next \$4,000 per year	34	39.5
Next \$4,000 per year	37	42.5
Next \$4,000 per year	40	45.5
Next \$5,000 per year	43	48.5
Next \$5,000 per year	46	51.5
Next \$5,000 per year	48	53.5
Next \$6,000 per year	50	55.5
Next \$6,000 per year	52	57.5
Next \$6,000 per year	54	59.5
Next \$7,000 per year	56	61.5
Next \$7,000 per year	58	63.5
Remaining assessable payments	60	64.5

ANNEX C

IMCO SCHEDULES OF POST ADJUSTMENTS (AMOUNT PER INDEX POINT IN US DOLLARS)

(Effective 1 July 1978)

*(i) Additions (where cost of living is higher than at the base)

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
P-1 D	106.2	109.8	113.4	117.0	120.6	124.2	128.0	131.2	134.6	138.0			
S	99.8	103.2	106.6	110.0	113.4	116.6	120.0	123.0	126.2	129.2			
P-2 D	133.4	137.4	141.0	144.8	148.6	152.4	156.2	159.8	163.6	167.4	171.0		
S	125.2	128.6	132.0	135.4	139.0	142.4	145.8	149.2	152.6	156.0	159.4		
P-3 D	160.6	165.2	169.4	173.4	177.8	182.2	186.8	191.2	195.0	198.6	202.4	206.0	210.0
S	149.8	154.0	157.8	161.4	165.4	169.4	173.6	177.6	181.0	184.2	187.8	191.0	194.6
P-4 D	191.4	195.8	200.2	204.4	209.2	213.0	216.8	220.6	224.6	229.4	234.0	238.4	
S	177.8	181.8	185.8	189.6	193.8	197.2	200.6	204.0	207.6	211.8	216.0	220.0	
P-5 D	228.8	232.6	236.2	239.8	243.8	247.2	251.2	255.0	258.8	262.4			
S	211.4	214.8	218.0	221.2	224.8	227.6	231.2	234.6	237.8	241.2			
D-1 D	249.8	254.4	258.8	263.4	267.8	272.4	276.8						
S	230.0	234.2	238.0	242.0	245.8	249.8	253.8						
D-2 D	276.8	282.8	288.8	294.8									
S	253.8	259.0	264.4	269.6									
ASG D	332.2												
S	302.4												
USG D	362.0												
S	328.4												

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 D

IMCO SCHEDULES OF POST ADJUSTMENTS (AMOUNT PER INDEX POINT IN US DOLLARS)

(Effective 1 July 1978)

*(ii) Deductions (where cost of living is lower than at the base)

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
P-1 D	95.4	98.6	102.0	105.4	108.6	112.0	115.4	118.6	122.0	125.2			
S	89.8	92.8	96.0	99.0	102.2	105.2	108.2	111.2	114.2	117.2			
P-2 D	120.8	124.4	127.8	131.2	134.8	138.2	141.6	145.0	148.6	152.0	155.4		
S	113.2	116.4	119.6	122.8	126.0	129.0	132.2	135.4	138.6	141.6	144.8		
P-3 D	145.6	149.6	153.8	157.8	161.8	166.0	170.0	174.0	177.8	181.6	185.2	189.0	192.6
S	135.8	139.6	143.4	147.0	150.6	154.4	158.0	161.6	165.0	168.4	171.8	175.2	178.4
P-4 D	174.0	178.4	182.8	187.4	191.8	196.0	200.4	204.6	209.0	213.4	217.8	222.0	
S	161.6	65.6	169.6	173.8	177.6	181.4	185.4	189.2	193.2	197.2	201.0	204.8	
P-5 D	210.4	215.2	219.8	224.2	228.8	233.2	237.6	242.0	246.4	250.8			
S	194.4	198.6	202.8	206.8	210.8	214.8	218.6	222.6	226.6	230.4			
D-1 D	234.0	239.6	245.4	251.2	256.8	262.4	267.6						
S	215.4	220.6	225.6	230.8	235.8	240.6	245.4						
D-2 D	268.4	274.2	280.0	286.0									
S	246.0	251.2	256.4	261.4									
ASG D	322.2												
S	293.2												
USG D	351.0												
S	318.4												

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 E

IMCO GENERAL SERVICE CATEGORY - SALARIES

SHOWING ANNUAL GROSS AND NET AFTER APPLICATION OF STAFF ASSESSMENT
(in Pounds Sterling)
effective 1 September 1979

Level	Steps										
	I	II	III	IV	V	VI	VII	VIII	IX	X	
G.2	Gross	3720	3893	4067	4240	4414	4593	4779	4964	5150	5336
	Net	3015	3145	3275	3405	3535	3665	3795	3925	4055	4185
G.3	Gross	4219	4408	4604	4807	5010	5213	5415	5619	5822	6024
	Net	3389	3531	3673	3815	3957	4099	4241	4383	4525	4667
G.4	Gross	4802	5025	5247	5470	5693	5916	6138	6362	6584	6807
	Net	3811	3967	4123	4279	4435	4591	4747	4903	5059	5215
G.5	Gross	5386	5627	5868	6110	6351	6593	6834	7076	7326	7586
	Net	4220	4389	4558	4727	4896	5065	5234	5403	5572	5741
G.6	Gross	6044	6306	6567	6828	7090	7363	7645	7926	8208	8489
	Net	4681	4864	5047	5230	5413	5596	5779	5962	6145	6328
G.7	Gross	6940	7231	7541	7852	8163	8474	8785	9095	9406	9717
	Net	5308	5510	5712	5914	6116	6318	6520	6722	6924	7126
G.8	Gross	8012	8356	8698	9041	9385	9728	10071	10414	10757	11125
	Net	6018	6241	6464	6687	6910	7133	7356	7579	7802	8025

The difference between steps within levels indicates annual increments awarded on the basis of satisfactory service

Dependency allowances

Dependent spouse	£180	net	per	annum
First dependent child of a married staff member	£246	"	"	"
" " " of a single, widowed or divorced staff member	£531	"	"	"
Each additional dependent child	£246	"	"	"
Secondary dependant (Where there is no dependent spouse, for either a dependent parent, dependent brother or dependent sister)	£ 42	"	"	"
Language allowance (to be included in pensionable remuneration).....	£191	"	"	"
Non-Resident's allowance (to be included in pensionable remuneration)	£225	"	"	"

ANNEX F

IMCO Rates of Staff Assessment for
General Service Category Staff

Total assessable payments per year	Percentage of assessment
First \$1,000	5
Next \$1,000	10
Next \$1,000	15
Next \$1,000	20
Next \$6,000	25
Next \$6,000	30
Next \$8,000	35
Next \$8,000	40
Next \$8,000	45
Remaining assessable payments	50

ANNEX II

APPEALS BOARD

Rules of Procedure

I. Lodging of Appeals

- (a) No appeal shall be admissible unless the appellant has previously lodged a request in accordance with Staff Regulation 26.
- (b) Appeals shall be lodged with the Chairman of the Appeals Board within thirty days of notification of the Director's decision to reject the application. This period shall, however, be increased to ninety days if an appeal is lodged by a rightful claimant to the staff member's estate. In the absence of a decision by the Director concerning the application, the period shall run from the date of expiry of the time-limits within which, under Staff Regulation 26, the Director may decide on the request.
- (c) In exceptional circumstances, however, the Appeals Board may declare admissible an appeal lodged after the expiry of these periods.
- (d) The Chairman shall designate which of the other members shall act on his behalf during his absence.

II. Written Proceedings

- (a) An appeal shall be made in writing and signed by the applicant. The grounds on which it is based shall be stated therein and it shall be accompanied by supporting documents.
- (b) Two copies of the appeal shall be given to the Chairman who shall communicate one copy to the Director.
- (c) The Chairman shall decide within what period of time the Director is to submit written comments which shall be forwarded to the appellant. The Chairman shall also decide within what period of time the appellant may submit his reply if he so wishes.
- (d) The Director's comments and the appellant's reply shall be supported by documents not already submitted. Each party shall be entitled to receive copies of the other's memorandum and to receive copies of, or to inspect, supporting documents.

(e) The Chairman may, on his own initiative or at the request of either party, call upon the parties to submit additional written statements or additional documents within a period fixed by him.

III. Convening of Hearings

(a) The Appeals Board shall be convened by the Chairman who shall fix the date for the hearing of an appeal. This date will not be later than four months after the lodging of the appeal unless the Board otherwise determines.

(b) The Chairman shall designate the substitute members to sit on a particular hearing if any member is unavailable.

(c) The venue of the hearing shall be in London at a place fixed by the Chairman unless the Board decides otherwise.

(d) The appeal, together with the memoranda and other supporting documents, the comments of the Director and the appellant's reply, if any, shall be communicated to the members of the Appeals Board at least fifteen days before the date of the hearing.

(e) The Chairman shall be responsible for transmitting communications to the parties.

IV. The Hearing

(a) The Board shall decide in each case what form of record shall be taken at a hearing.

(b) The Board shall determine the sequence of the proceedings.

(c) The Board may examine the witnesses and experts. The parties and/or their representatives may, under the control of the Chairman, put questions to witnesses and experts and they shall have the right of oral argument and comment on the evidence given.

(d) The Board may exclude from the proceedings evidence which it considers irrelevant, and may limit oral evidence where it considers the written documentation adequate.

(e) The Board may at its discretion receive written or oral representations from any staff member, other than the applicant, who considers that his own rights or interests may be affected by the Board's decision in a particular appeal.

V. Decisions

(a) A copy of the decision certified by the Chairman shall be delivered to each of the parties concerned. The original shall be deposited in the Archives of the Fund.

(b) Decisions of the Board including its reasons shall be in writing. Decisions shall not be published unless the Board decides otherwise in any given case. Decisions shall be given as soon as possible but normally within 21 days after conclusion of the hearing.

(c) Application for rectification of a decision may be made to the Board on the ground that the decision contained a clerical error.

VI. General

All procedural matters not expressly provided for in these Rules shall be dealt with by the Board in the particular appeal.
