

**STAFF REGULATIONS AND STAFF RULES  
OF THE ASIA-PACIFIC TELECOMMUNITY**

**Source Document: MC-44/OUT-15**

*(Revised at the MC-44, Bangkok, 2020)*

# **STAFF REGULATIONS AND STAFF RULES OF THE ASIA-PACIFIC TELECOMMUNITY**

## **PREAMBLE**

In conformity with the provisions of Article 9 Paragraph 5 (b) of the Constitution of the Asia-Pacific Telecommunity (hereinafter referred to as the "Telecommunity"), the Management Committee of the Asia-Pacific Telecommunity in its Thirty Seventh Session in 2013 adopted these Staff Regulations and Staff Rules.<sup>1</sup>

### **Scope and Purpose**

- (a) The Staff Regulations and Staff Rules embody the fundamental conditions of service and the basic rights, duties and obligations of the staff members of the Telecommunity. They represent the broad principles of personnel policy for the staffing and administration of the secretariat. The Secretary General, as the Chief Administrative Officer, shall provide and enforce such Staff Rules consistent with these principles as he considers necessary, taking into account as far as possible the rules and practice of the United Nations Common System.
- (b) Except where otherwise stated, these Regulations and Rules shall apply to all staff members appointed by the Secretary General except staff members specifically engaged for conferences and other short-term service and maintenance personnel.
- (c) These Regulations and Rules shall also be applicable to elected officials.

## **CHAPTER I**

### **DUTIES, OBLIGATIONS AND PRIVILEGES**

#### **Status of Staff Members**

##### **Regulation 1.1**

The staff members of the Telecommunity are international civil servants whose obligations are not national but exclusively international. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct with only the interests of the Telecommunity in view.

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<sup>1</sup> First version of Staff Regulations and Staff Rules was adopted by the inaugural session of the Management Committee in May, 1979

## **Assignment of Staff Members**

### **Regulation 1.2**

Staff members are assigned to their posts according to the needs of the Telecommunity and, as far as possible, in accordance with their qualifications.

### **Hours of Work**

### **Regulation 1.3**

While the whole time of staff members is at the service of the Telecommunity, the normal working week of full-time staff shall be 40 hours exclusive of meal times, the actual working times being determined by the Secretary General.

#### **Rule 1.3.1**

#### **Hours of Work**

The normal working week shall be worked from Monday to Friday inclusive. Staff members shall be required to work beyond the normal hours of duty whenever requested to do so.

#### **Rule 1.3.2**

#### **Official Holidays**

- (a) In addition to annual leave, staff members shall be entitled to leave on public holidays to be designated by the Secretary General in conformity with local custom. When one of these days falls on a Saturday or Sunday the following Monday shall be observed as a holiday in lieu thereof.
- (b) The following days shall be regarded as official holidays:

- New Year's Day
- Ma Kha Bucha Day
- Chakri Memorial Day
- Visakha Bucha Day
- Buddhist Lent day
- H.M. the Queen's Birthday
- H.M. the King's Birthday
- Christmas Day
- New Year's Eve

This list may be altered by an office order specifying the official holidays for the current year.

## **Conduct**

### **Regulation 1.4**

- (a) In the performance of their duties with the Telecommunity, staff members shall neither seek nor accept instructions from any government or from any other authority external to the Telecommunity.
- (b) Staff members shall conduct themselves at all times in a manner befitting their status as international civil servants. They shall not engage in any activity that is incompatible with the discharge of their duties with the Telecommunity. They shall avoid any action and in particular any kind of public pronouncement which may adversely reflect on their status, or on the integrity, independence and impartiality which are required by that status. While they are not expected to give up their national sentiments or their political and religious convictions, they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.

## **Performance of Staff Members**

### **Regulation 1.5**

- (a) Staff members shall be evaluated for their efficiency, competence and integrity through a performance appraisal mechanism that shall assess the staff member's compliance with the standards set out in these Regulations and Rules for purpose of accountability.
- (b) The Secretary General shall seek to ensure that appropriate learning and development programmes are available to the staff in the interest of the Telecommunity.
- (c) Performance reports shall be prepared annually for all staff members in accordance with procedures promulgated by the Secretary General.

## **Outside Activities and Interests**

### **Regulation 1.6**

- (a) Staff members shall not engage in any continuous or recurring occupation or hold any remunerated office outside the Telecommunity without the prior approval of the Secretary General.
- (b) Apart from their work for the Telecommunity, staff members shall not participate in any manner nor have financial interest whatsoever in any enterprise concerned with telecommunications. They may not accept any gratuities or favours from firms or private individuals concerned with telecommunications or having commercial relations with the Telecommunity.

- (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 Secretary General.
- (d) Staff members shall not, except in the normal course of official duties or with the prior approval of Secretary General, perform any one of the following acts, if such act relates to the purpose, activities or interests of the Telecommunity.
  - (i) issue statements to the press, radio or other agencies of public information;
  - (ii) accept speaking engagements;
  - (iii) take part in film, theatre, radio or television productions;
  - (iv) submit articles, books or other material for publication.

### **Communication of Information**

#### **Regulation 1.7**

Staff members 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 in the course of their duties or by authorization of the head of department concerned. They shall not at any times use such information to private advantage. These obligations do not cease upon separation from the Telecommunity.

### **Honours and Gifts**

#### **Regulation 1.8**

No staff member shall accept any honour, decoration, favour, gift or remuneration from any source external to the Telecommunity without first obtaining the approval of the Secretary General. Approval shall be granted only where such acceptance is not incompatible with the staff member's status as an international civil servant.

### **Political Activities**

#### **Regulation 1.9**

Staff members may exercise the right to vote but shall not engage in any political activity which is inconsistent with or might reflect upon the independence and impartiality required by their status as international civil servants.

## **Privileges and Immunities**

### **Regulation 1.10**

- (a) Staff members shall enjoy the Privileges and Immunities referred to in the Constitution on the Privileges and Immunities of the Telecommunity, insofar as its Constitution has been acceded to by the Governments concerned or declared valid by analogy or by agreement of other States non-Members of the Telecommunity. Such privileges and immunities shall be codified and published by the Secretary General for the information of all concerned.
  
- (b) These privileges and immunities are conferred in the interests of the Telecommunity. They furnish no excuse to the staff members for non-performance of their private obligations or failure to observe laws and police regulations. In any case where these privileges and immunities arise, the staff member shall immediately report to the Secretary General who will decide whether they shall be waived.

## **Oath or Declaration**

### **Regulation 1.11**

Staff members on taking up their duties shall make and sign the following oath or declaration:

*"I solemnly swear (alternatively, undertake, affirm, promise) to exercise in all loyalty, discretion and conscience the functions entrusted to me as a staff member of the Asia-Pacific Telecommunity; to discharge these functions and to regulate my conduct with only the interest of the Telecommunity in view, without seeking or accepting instructions or assistance from any Government or other authority external to the Telecommunity in regards to the accomplishment of my duties."*

## CHAPTER II

### CLASSIFICATION OF POSTS

#### Regulation 2.1

- (a) The importance of the duties and responsibilities attaching to each grade shall be determined by the Secretary General on the basis of the standards of the United Nations Common System, grading standards fixing the level of duties and responsibilities as well as qualifications required shall be notified to the staff.
  
- (b) In conformity with the decisions of the Management Committee on the numbers and grading of staff of the Telecommunity, the Secretary General shall establish the place of each post in the classification set forth below:
  - (i) The elected officials category includes the following grades in descending order of difficulty and responsibility
    - D2
    - D1
  
  - (ii) Professional Category includes the following grades in descending order of difficulty and responsibility
    - P5 -
    - P4 -
    - P3 -
    - P2 -
    - P1 -
  
  - (iii) General Service Category includes the following grades in descending order of difficulty and responsibility
    - G7
    - G6
    - G5
    - G4
    - G3
    - G2
    - G1-B
    - G1-A

## **CHAPTER III**

### **SALARIES AND ALLOWANCES**

#### **Salaries**

##### **Regulation 3.1**

- (a) The salary scales of the Professional and higher categories and those of the General Service category applicable to Bangkok shall be those specified in the salary scales prescribed by the UN Common System which appear respectively in Annexes 1 and 2 to these Regulations.
- (b) Except where otherwise provided in these Regulations and Rules, "salary" shall mean the net salary arrived at under paragraph (a). The net salary includes deductibles such as Contributory Provident Fund (CPF) staff contribution.

#### **Salaries**

##### **Regulation 3.2**

Persons specifically engaged for conferences and other short-term service and maintenance personnel shall be subject to conditions of service to be determined by the Secretary General.

#### **Initial Salary**

##### **Regulation 3.3**

A staff member shall be appointed at the commencing salary of his grade unless the Secretary General decides that the staff member's experience and other qualifications for the duties and responsibilities attaching to his post justify a higher salary. The Secretary General shall report to the next session of the Management Committee cases where he proposes to take such a decision.

#### **Advancement within Grade**

##### **Regulation 3.4**

Salary increments within the levels set forth in the salary scales shown in Annex 1 (Professional and Higher categories) and Annex 2 (General Service Staff) to these Regulations and Rules shall be awarded annually to staff members on the basis of satisfactory service, except that the period of satisfactory service required for increments to step 12 in level P.2, steps 14 and 15 in level P.3, steps 13 to 15 in level P.4, steps 11 to 13 in level P.5, steps 5 to 9 in level D.1 and steps 2 to 6 in level D.2, shall be two years (Annex 1- those steps marked with an asterisk).

**Rule 3.4.1**  
**Salary Increments**

- (a) Satisfactory service for the purpose of awarding a salary increment shall be defined as satisfactory performance and conduct of staff members in their assignments as evaluated by their supervisors and approved by the Secretary General.
- (b) Salary increments shall be effective on the first day of the month in which the service requirements are completed, provided that the period of service may be shortened to meet the requirements of rule 3.4.2. If an official is granted special leave without pay, he shall not be entitled to consideration for increment during the period of his special leave, and his incremental date shall be retarded by a period equivalent to the amount of special leave.

**Rule 3.4.2**  
**Salary Policy on Promotion**

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 grade to which he has been promoted more than he would have received without promotion, except where promotion to the lowest step of the grade yields a greater amount. The step rate and date of salary increment in the higher salary grade shall be adjusted accordingly.
- (b) On promotion of a staff member from the General Service Category to the Professional Category, the step in the professional grade and the date of next salary increment are determined in such a way that the total of the new base pay plus the appropriate post adjustment at the single rate shall, during the first year following promotion, exceed by the amount of one step in the professional grade his salary in the General Service Category including the non-resident's allowance, if applicable.
- (c) Where promotion from the General Service Category to the Professional Category results in a decrease of a staff member's CPF remuneration, he shall keep his CPF remuneration at the level which it had reached immediately prior to the promotion until that level is exceeded as a result of advancement or further promotion.

## **Post Adjustment**

### **Regulation 3.5**

- (a) In order to adjust for cost-of-living variations at different duty stations and variations over time in relation to a base index, there shall be added to the net base salary of a staff member in the Professional category and above a post adjustment, the amount of which shall be determined by multiplying one per cent of that net base salary by a multiplier reflecting the number of points by which the multiplier index for the duty station concerned exceeds the base index.
- (b) The post adjustment index for Bangkok and the corresponding multiplier shall be determined at regular intervals by the UN Common System.

## **Overtime**

### **Regulation 3.6**

- (a) Staff members in the General Service Category who are required to work in excess of any normal working week shall be given compensatory time off, or may receive additional payment, under the conditions stipulated below, and practices of the UN Common System.
- (b) Should the exigencies of the service permit, and subject to the prior approval of the Secretary General, occasional compensatory time off may be granted to staff members in the Professional Category, who have been required to work substantial or recurrent periods of overtime.

### **Rule 3.6.1**

#### **Compensation of Overtime**

- (a) Overtime shall be compensated only when it is worked on the instructions of the responsible immediate supervisor. Save where unusual exigencies of the service otherwise require, a staff member will not be asked to work more than 40 hours of overtime during one month.
- (b) For General Service category staff, compensatory time off or additional payment shall be given in accordance with the following provisions:
  - (i) Overtime means time worked over and above the full-time normal working week. In computing overtime for any day, periods of less than a quarter of an hour will be disregarded. The total amount of overtime worked in excess of the working week will be computed in hours and half hours, any fraction of a half hour will be disregarded. Official holidays or any other authorized absence from duty during the course of the week will be counted as time worked towards the regularly scheduled tour of duty.

- (ii) Staff members in the General Service Category who are required to work overtime shall, as far as possible, be compensated by time off. Such compensation shall be made as soon as the exigencies of the service permit, and in no case later than eight weeks after the overtime as worked, on the basis of equal time. If a staff member's responsible immediate supervisor certifies that owing to exceptional circumstances, the necessities of the service do not permit the grant of compensatory time off within eight weeks after the overtime was worked, the overtime shall be compensated in cash in accordance with the UN Common System.
- (iii) No special compensation will be allowed for work done during the week outside regular working hours where the modification of the normal timetable is due to the adoption of a shift or roster system, except where the total time worked exceeds the full normal working week.

### **Education Grant**

#### **Regulation 3.7**

- (a) An education grant shall be available to a staff member who is not locally recruited and whose dependent child under the age of 21 years is in full-time attendance at a school, university or similar educational institution of a type which will, in the opinion of the Secretary General, facilitate the child's re-assimilation in the staff member's recognized home country. The maximum number of children for whom education grant is to be given shall be two<sup>2</sup>. Travel costs of the child may also be paid for an outward and return journey once in each scholastic year between the educational institution and Bangkok, by a route approved by the Secretary General, but not in an amount exceeding the cost of such a journey between the home country and Bangkok.
- (b) An education grant shall also be available to a staff member who is obliged to pay tuition for the teaching of his mother tongue to a dependent child attending a local school in which the instruction is given in a language other than his own.
- (c) The Secretary General may decide in each case whether the education grant shall extend to adopted children or step-children.

Education Grant benefits shall be available to staff members in conformity with the following rules.

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<sup>2</sup> In line with two children under dependency allowance

## **Definitions**

- (a) For the purpose of this rule:
- (i) "Child" means a legal child of a staff member who is dependent upon the staff member for main and continuing support. "Disabled child" means a child who is unable, by reasons of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him or her for full integration into society, or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability.
  - (ii) "Home country" means the country of home leave of the staff member under rule 5.3.1. 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 within commuting distance notwithstanding national boundaries, where the staff member is serving.
  - (iv) "Cost of attendance" shall include the cost of enrolment, prescribed text books, courses, examinations and diplomas, and boarding fees, when applicable, but not school uniforms or optional charges. Where local conditions justify such provision, the cost of attendance may include the cost of midday meals, if these are provided by the school, and the cost of daily group transportation.
  - (v) Local transport costs for disabled children may be refunded up to double the cost of normal daily group transportation.

### **Rule 3.7.1**

#### **Eligibility to the Education Grant**

- (b) The grant shall not, be payable in respect to:
- (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 at the duty station;
  - (iii) Correspondence course, except those which in the opinion of the Secretary General are the best available substitute for full-time attendance at a school of a type not available at the duty station;

- (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;
  - (v) Vocational training or apprenticeship which does not involve full-time schooling or in which the child receives payment for services rendered.
- (c) The grant shall be payable up to the end of the school year in which the child completes 4 years of post secondary studies or is awarded the first recognized degree, whichever is the earlier. The grant shall not normally be payable beyond the school year in which the child reaches the age of 25 years. If the child's education is interrupted for at least one school year by national service, illness or other compelling reasons, the period of eligibility shall be extended by the period of interruption.

**Rule 3.7.2**  
**Amount of the Education Grant**

- (d) In the case of attendance at an educational institution outside the duty station, the amount of the grant shall be:
- (i) Where the institution provides board for the child, 75 percent of admissible expenses for attendance and of boarding expenses up to a maximum reimbursable amount as indicated in Annex 3.
  - (ii) Where the institution does not provide board, the amount of the grant per year shall be the sum of a flat sum for boarding and 75 percent of admissible expenses for attendance, up to a maximum reimbursable amount as indicated in Annex 3.
- (e) In the case of attendance at an educational institution at the duty station:
- (i) The amount of the grant shall be the sum of 75 percent of admissible expenses for attendance, up to a maximum reimbursable amount as indicated in Annex 3. The flat sum for boarding will not be paid.
  - (ii) Where such an educational institution is located beyond commuting distance from the area where the staff member is serving and, in the opinion of the Secretary General, no school in that area would be suitable for the child, the amount of the grant shall be calculated at the same rates as specified in paragraph (d) 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 for that year shall normally be that proportion of the grant otherwise payable which the period of service bears to the full scholastic year.

**Rule 3.7.3**

**Travel**

- (h) A staff member to whom an education grant is payable under paragraph (d) or under sub-paragraph (e) (ii) above in respect of his or her child's attendance at an educational institution shall be entitled to travel expenses for the child of one return journey each scholastic year between the educational institution and the duty station, provided that;
- (i) Such travel expenses shall not be paid if the requested journey is unreasonable, either because of its timing in relation to other authorized travel of the staff member or his or her eligible family members or because of the brevity of the visit in relation to the expense involved;
- (ii) Where attendance is for less than two thirds of the school year, travel expenses shall not normally be payable;
- (iii) Transportation expenses shall not exceed the cost of a journey between the staff member's home country and the duty station,

**Rule 3.7.4**

**Tuition of the Mother Tongue**

- (i) The Secretary General shall decide in each case whether the education grant shall be paid for tuition of the mother tongue under the Staff Regulation 3.7(b).

**Rule 3.7.5**

**Claims for Education Grant**

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

**Rule 3.7.6**

**Special Education Grant for Disabled Children**

- (k) A special education grant for disabled children shall be available to staff members of all categories, regardless of whether or not they are serving in their home country, provided that they have an appointment of one year or longer or have completed one year of continuous service.

- (l) The amount of the grant shall be 100 percent of the admissible educational expenses actually incurred, up to a maximum amount prescribed by the UN Common System. Expenses for special equipment for educational purposes shall be reimbursed, if not otherwise covered under health insurance within the overall maximum amount.
- (m) The grant shall be computed on the basis of the calendar year, if the child is unable to attend a normal educational institution, or on the basis of the school year, if the child is in full-time attendance at a normal educational institution while receiving special teaching or training. The grant shall be payable in respect of any disabled child from the date on which the special teaching or training is required up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of 25 years.
- (n) Where the period of service does not cover the full school year or calendar year, the amount of the grant shall be that proportion of the annual grant which the period of service bears to the full school or calendar year.
- (o) Claims for the grant shall be submitted annually in writing and supported by medical evidence satisfactory to the Secretary General regarding the child's disability. The staff member shall also be required to provide evidence that he or she has exhausted all other sources of benefits that may be available for the education and training of the child. The amount of educational expenses used as the basis for the calculation of the special education grant shall be reduced by the amount of any benefits so received or receivable by the staff member.

### **Dependency Allowance**

#### **Regulation 3.8**

##### Definition of dependency

For the purposes of these Regulations and Rules:

- a) A "dependent spouse" shall be a spouse whose occupational earnings, if any, do not exceed the lowest entry level of the United Nations General Service gross salary scales in force on 1 January of the year concerned for the duty station in the country of the spouse's place of work, provided that, in the case of staff in the Professional category or above, the amount shall not at any duty station be less than the equivalent of the lowest entry level at the base of the salary system (G.2, step 1 for New York).

When husband and wife have been legally separated, the Secretary-General shall decide, in each case, whether the allowance shall be paid.

- b) i) A "dependent child" shall be:
  - a) a staff member's natural or legally adopted child, or

- b) a staff member's stepchild, if residing with the 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, for whom the staff member provides main and continuing support.

The Secretary-General shall establish special conditions under which other children, who fulfil the age, school attendance and support requirements indicated above, may be regarded as dependent children of a staff member.

If a child over the age of 18 years is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration, the requirements as to school attendance and age shall be waived.

- ii) A staff member claiming a child as dependent must certify that he has assumed responsibility for the main and continuing support of that child. Documentary evidence satisfactory to the Secretary-General, must always be produced in support of the claim in the following cases:

- a) if divorce or legal separation has occurred and the natural or legally adopted child is not residing with the staff member;
- b) where legal adoption is not possible and the child is residing with the staff member who has responsibility for him as a member of the family;
- c) if the child is married.

- c) A "secondary dependant" shall be the father, mother, brother or 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 fulfils the same age and school attendance requirements established for a dependent child. If the brother or sister is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration, the requirements as to school attendance and age shall be waived.
- d) A dependency allowance shall be paid in respect of not more than one dependent parent, brother or sister; such payment shall not be made where dependency benefit is being paid for a spouse.
- e) With a view to avoiding duplication of benefits and in order to achieve equality between staff members who receive dependency benefits under applicable laws in the form of governmental grants and staff members who do not receive such dependency benefits, the Secretary-General shall prescribe conditions under which the dependency allowance for a child specified in section A and section B of Rule 3.8.1, shall be payable only to the extent that the dependency benefits enjoyed by the staff member or his spouse under applicable laws amount to less than such a dependency allowance.

### **Rule 3.8.1**

#### **Amount of the dependency allowances**

- a) Subject to the conditions set out in Staff Regulation 3.8, dependency allowances shall be paid to eligible staff members as indicated under A and B below.
- b) The full amount of the dependency allowance provided under the Regulation in respect of a dependent child shall be payable, except where the staff member or his spouse receives a governmental grant in respect of the same child. Where such a governmental grant is made, the dependency allowance payable under the Regulation shall be approximately the difference between the amount of the governmental grant and that of the dependency allowance set out in the Regulation. In no case shall the sum of the two payments be less than the amount set out in the Regulation.

#### **A. Staff Members in the Professional Category**

A staff member in the Professional Category and higher shall be entitled to receive annual dependency allowances up to his second child as follows:

- a) the amount established as provided in Annex 4 to these Regulations and Rules for each dependent child. The allowance shall not be paid, however, in respect of the first dependent child if the staff member has no dependent spouse, in which case the staff member shall be entitled to the dependency rate under Annex 1 to these Regulations and Rules;
- b) the amount established in US\$ or twice the amount established as provided in Annex 4 to these Regulations and Rules for each disabled child. However, if the staff member has no dependent spouse and is entitled to the dependency rate under Part I of Annex to these Regulations and Rules in respect of a disabled child, the allowance for that child, shall be reduced to the amount set for a dependent child;
- c) the amount established in Annex 4 to these Regulations and Rules as a single allowance for a person who is not directly dependent where there is no dependent spouse.

#### **B. Staff Members in the General Service Category**

A staff member in the General Service Category at Bangkok shall be entitled to receive an annual allowance up to his second child as follows:

- a) the amount established in local currency as provided in Annex 4 to these Regulations and Rules for each dependent child;(ii)twice the amount established in local currency as provided in Annex 4 for each disabled child.

- b) A staff member in the General Service Category shall be paid the amount established in local currency as provided in Annex 4 to these Regulations and Rules for a dependent spouse.

**Rule 3.8.2**  
**Submission of claims**

Claims for dependency allowances shall be submitted in writing and supported by evidence satisfactory to the Secretary General. A separate claim shall be made each year and the staff member shall notify immediately to the Secretary General any change in the status of a dependant affecting the payment of this allowance.

**Salary Advances**

**Regulation 3.9**

- (a) Salary advances may be made under the following circumstances and conditions:
- (i) in cases where new staff members take up their duties without sufficient funds
  - (ii) upon departure for extended official travel or approved leave, up to the amount that would fall due for payment during the anticipated period of absence;
  - (iii) in exceptional and compelling circumstances, and if the request of the staff member is supported by a detailed justification in writing.
- (b) Advances granted under paragraph (a) (1) and (3) may not be greater than the amount of two months' salary.
- (c) Advances must be repaid by instalments as determined at the time the advance is authorized and within a period which must not normally exceed six months. A new advance may not be granted until the previous loan has been fully repaid.

**Contributory Provident Fund Remuneration**

**Regulation 3.10**

The Secretary General shall inform the staff of the elements constituting Contributory Provident Fund (CPF) remuneration within the meaning of the Regulations of the Telecommunity's CPF (Annex 5), and of the deduction which will be made from their salary.

CPF remuneration is defined as follows:

- (a) For staff in the Professional Category, and higher, CPF remuneration shall correspond to the scale established by the UN Common System, in this instance, the rate of pensionable remuneration
- (b) For staff in General Service Category, CPF remuneration shall correspond to the scale established by the UN Common System, in this instance, the rate of gross pensionable salary.

### **Deduction from Salary**

#### **Regulation 3.11**

Deduction shall be made, each month, from the total payments due to each staff member:

- (a) for contributions to the Asia-Pacific Telecommunity's CPF based on the staff member's CPF remuneration as defined in Regulation 3.10.
- (b) for contribution to the staff health insurance scheme (Annex 6);
- (c) for indebtedness to the Telecommunity
- (d) for indebtedness to third parties when any deduction for this purpose is authorized by the Secretary General and by the staff member.

#### **Rule 3.11.1**

#### **Retroactivity of Payments**

A staff member who has not been receiving an allowance, grant or other payment to which he or she is entitled shall not receive retroactively such allowance, grant or payment unless the staff member has made written claim within one year following the date on which he would have been entitled to the initial payment.

## CHAPTER IV

### RECRUITMENT, APPOINTMENT AND PROMOTION PRINCIPLES

#### Appointment and Promotion Principles

##### **Regulation 4.1**

The paramount consideration in the appointment or promotion of staff and in the determination of the conditions of service shall be the necessity of securing for the Telecommunity the highest standards of efficiency, competence and integrity.

#### Geographical Distribution

##### **Regulation 4.2**

- (a) Due regard shall be paid to the importance of recruiting staff on as wide a geographical basis as possible within the Asia-Pacific region given, other qualifications being equal.
- (b) This principle shall not apply to posts in the General Service Category.

#### Promotions

##### **Regulation 4.3**

Without prejudice to the recruitment of fresh talent at all levels, staff in service be given reasonable promotion possibilities.

#### Local Recruitment

##### **Regulation 4.4**

- (a) A locally recruited staff member shall be defined as a staff member in the General Service Category who, at the time of recruitment, fulfills any of the following conditions:
  - (i) is a Thai national;
  - (ii) is recruited for a post which, in the opinion of the Secretary General, is normally restricted to local recruitment.
- (b) A staff member shall cease to be regarded as locally recruited:
  - (i) if he has been recruited in accordance with the provisions of paragraph a(ii) above and is subsequently promoted to the Professional category;

- (c) A staff member regarded as having been locally recruited, shall not be eligible for the allowances or benefits indicated under Regulation 4.5.

### **International Recruitment**

#### **Regulation 4.5**

Staff members other than those regarded under Regulation 4.4 as having been locally recruited shall be considered as having been internationally recruited. The allowances and benefits in general available to internationally recruited staff members include: payment of travel expenses upon initial appointment and on separation for themselves and their dependents, unaccompanied shipment or removal of personal effects and household goods according to length of contract, home leave, education grant and repatriation grant.

### **Nationality**

#### **Regulation 4.6**

- (a) In the application of these Regulations and Rules, the Telecommunity 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 these Regulations and Rules shall be the nationality of the State with which the staff member is, in the opinion of the Secretary General, most closely associated.

### **Selection**

#### **Regulation 4.7**

Selection of staff members shall be made without distinction as to race, sex or religion.

#### **Rule 4.7.1**

#### **Family Relationships**

- (a) Except where no other equally well qualified person can 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) A staff member who bears to another staff member any of the relationships specified in (a) above:
  - (i) Shall not be assigned to serve in a post which is superior or subordinate in the line of authority to the staff member to whom he is related;

- (ii) Shall disqualify himself from participating in the process of reaching or reviewing an administrative decision affecting the status or entitlements of the staff member to whom he or she is related.
- (c) The marriage of one staff member to another shall not affect the contractual status of either spouse but their entitlements and other benefits shall be modified as provided in the relevant these Regulations and Rules. .

### **Appointment of Staff Members**

#### **Regulation 4.8**

- (a) Appointment of staff members shall be made by the Secretary General within the limits authorized by the Management Committee.
- (b) "Selection for posts in grades P1 and above shall be made on an international competitive basis; vacancies for external recruitment shall be advertised as widely as possible and communicated to the Administrations of all the Members/Associate Members of the Telecommunity and to the staff members of the Telecommunity indicating in detail the nature of the post to be filled, the qualifications required and the terms of appointment.
- (c) For other vacancies in grades GS1 to GS7 recruitment shall be made on a competitive basis, from as near a place to Bangkok as possible.
- (d) "When vacancies are advertised, in accordance with the provisions of paragraph (c) above, all applications from outside may be submitted through an administration, in principle within a minimum period of two months, or directly to the Telecommunity on the understanding that the Secretary General would in such cases normally consult with the Administrations of the nationals involved before making a final selection.

#### **Rule 4.8.1**

#### **Promotion of Staff Members**

- (a) Unless experience or qualifications (demonstrated in another field than the one in which staff members assumed their duties until then or proven by passing an appropriate examination) justify an exception, the following periods of service in a grade shall be required before promotion to the next higher grade is considered:
  - (i) At least one year, for staff members in the Professional category;
  - (ii) At least six months for staff members in the General Service category.

## **Appointment and Promotion Board**

### **Regulation 4.9**

- (a) The Secretary General shall establish an Appointment and Promotion Board to advise him in all cases where a vacancy is advertised. The Board should consist of 3 people, the Chairman of the Board being a staff member of the Professional category or above, excluding the Secretary General.
- (b) The Secretary General shall report to the next session of the Management Committee whenever he proposes to take a decision on promotion contrary to the advice of the Appointment and Promotion Board; the final decision as approved by the Committee will be taken with retroactive effect.

## **Medical Examination**

### **Regulation 4.10**

The Secretary General shall take steps to ensure that staff members meet appropriate medical standards before appointing them and during their service with the Telecommunity.

#### **Rule 4.10.1**

### **Medical Examination**

- (a) No appointment shall be made until a doctor recognized by the United Nations has issued a certificate to the effect that the candidate is free from any disability or disease which would interfere with the proper discharge of his duties.
- (b) Staff members may be required from time to time to satisfy the Secretary General, by medical examination, that they are free from any ailment likely to impair the health of others or interfere with the proper discharge of their duties.
- (c) Staff members may also be required to undergo such medical examinations and receive such inoculations as may be required before they go on or after they return from mission.
- (d) The Secretary General may require a staff member, on leaving the service of the Telecommunity, to undergo a medical examination.

**Notification by Staff Members and  
Obligation to Supply Information**

**Regulation 4.11**

Staff members shall be responsible on appointment for supplying the Secretary General with whatever information may be required for the purpose of determining their status and entitlement under these Regulations and Rules, or of completing administrative arrangements in connection with their appointments.

**Rule 4.11.1**

**Information to be supplied by Staff Members**

- (a) Staff members shall be responsible for promptly notifying the Secretary General, in writing, of any subsequent changes affecting their status and entitlements under these Regulations and Rules.
- (b) A staff member who intends to acquire permanent residence status in any country other than that of his nationality, or who intends to change his nationality, shall notify the Secretary General of that intention before the change in his residence status or in his nationality becomes final.
- (c) A staff member who is arrested, charged with an offence other than a minor traffic violation, or summoned before a court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for any offence other than a minor traffic violation, shall, as soon as possible, report the fact to the Secretary General.
- (d) A staff member may at any time be required by the Secretary General to supply information concerning facts prior to his appointment and relevant to his suitability, or concerning facts relevant to his integrity, conduct and service as a staff member.

**Letter of Appointment**

**Regulation 4.12**

- (a) Upon appointment, each staff member shall receive a letter of appointment signed by the Secretary General or by a representative of the Secretary General authorized for this purpose.
- (b) A copy of these Regulations and Rules and of the Regulations of the Asia-Pacific Telecommunity's Provident Fund shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he has been acquainted with and accepts the conditions laid down in these Staff Regulations and Staff Rules.

**Rule 4.12.1**  
**Letter of Appointment**

The letter of appointment shall state:

- (a) that the appointment is subject to the provisions of the Staff Regulations and 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;
- (b) the nature of the appointment;
- (c) the date at which the staff member is required to take up his duties;
- (d) the period of appointment, the notice required to terminate it;
- (e) the category, grade, commencing rate of salary;
- (f) any special conditions which may be applicable.

**Re-Employment**

**Regulation 4.13**

A former staff member may be re-appointed or reinstated under the following conditions:

- (a) A former staff member on re-appointment, shall be regarded as becoming a staff member for the first time; however, former service shall be counted for the purpose of determining seniority in grade.
- (b) Exceptions may be made to this Regulation in the case of a former staff member who is re-instated within 12 months of being separated from service, or who is re-instated following retirement on disability or following termination on reduction of staff.

**Types of Appointment**

**Regulation 4.14**

- (a) General Staff members shall be granted either continuing, fixed or short-term appointments under such terms and conditions consistent with these Regulations and Rules as the Secretary General may prescribe.
- (b) Professional Staff members shall be granted either fixed term appointments of up to 3 years, which may be renewed for periods of up to 3 years, or short-term appointments under such terms and conditions consistent with these Regulations and Rules as the Secretary General may prescribe.

- (c) The Secretary General shall prescribe which General Staff members are eligible for continuing appointments. Part-time staff shall be subject to the conditions of employment fixed by the Secretary General in proportion to the time for which they are engaged.

**Rule 4.14.1**

**Continuing Appointments for General Service Staff**

- (a) A Continuing Appointment is an appointment without a time-limit which may be granted to a staff member who holds Fixed Term Appointment and who, by his qualifications, performance and conduct, has fully demonstrated his suitability as an international civil servant and has shown that he meets the highest standards of efficiency, competence and integrity.

**Rule 4.14.2**

**Fixed-term Appointments**

Fixed-term Appointments, having an expiration date specified in the letter of appointment, may be granted for a period of not less than one year and not exceeding five years to persons recruited for service prescribed duration.

**Rule 4.14.3**

**Short-term Appointments**

Short-term Appointments shall be granted for periods of less than one year as, for example, for the duration of a conference or for special work.

## **CHAPTER V**

### **ANNUAL, SPECIAL AND HOME LEAVE**

#### **Annual Leave**

##### **Regulation 5.1**

- (a) Staff members who are in-service for more than 3 years and elected officials shall be entitled to annual leave with full pay at the rate of 30 working days for 12 months' service with the Telecommunity. Other staff who are employed for less than 3 years shall be entitled to annual leave with full pay at the rate of 20 working days for 12 months' service with the Telecommunity
- (b) All arrangements as to leave shall be subject to the exigencies of the service but the personal circumstances and preferences of the individual staff member will as far as possible be considered.

##### **Rule 5.1.1**

#### **Annual Leave**

- (a) Annual leave shall accrue during the period for which a staff member is entitled to full pay subject to the provisions of the Rule governing Special Leave and provided that no leave shall accrue while a staff member is receiving compensation equivalent to salary and allowances for injury or other disability attributable to service or while he is suspended from his duties without pay.
- (b) Leave may be taken only when authorized. The exigencies of service may require that leave be taken by a staff member during a period designated by the Secretary General.
- (c) Annual leave may be taken in units of days and half days.
- (d) Not more than half the days of annual leave due in any calendar year may be carried forward from that year to the next, and the total of annual leave carried forward shall not exceed 60 days.
- (e) 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, unless the circumstances are such that the Secretary General decides to grant full or partial pay.

- (f) A staff member may, in exceptional circumstances be granted advance annual leave up to a maximum of ten working days, provided his service is expected to continue for a period beyond that necessary to accrue the leave so advanced.
- (g) A staff member shall not be recalled from annual leave without the approval of the Secretary General. If a staff member is recalled and subsequently resumes his annual leave at the place from which he was recalled, he shall be reimbursed for the expense he incurred in travelling to and from that place. If for reasons of service, the provision of paragraph (d) cannot be observed in the case of such staff member, the annual leave due to him shall be carried forward to the next year.

### **Special Leave**

#### **Regulation 5.2**

Provided that the service does not suffer thereby, special leave with full or partial pay or without pay may be granted in exceptional cases, for such periods as the Secretary General may prescribe, taking into account the interest of Telecommunity to staff members who have exhausted their annual leave and accumulated leave. Special leave is normally without pay. In very exceptional circumstances, special leave with full or partial pay may be granted only for a very limited duration.

- (a) Special leave may be granted for advanced study or research in the interest of the Telecommunity, in cases of extended illness, or for other important reasons.
- (b) Special leave without pay may be granted to a staff member for the accomplishment of their national military obligations.
- (c) Staff members shall not accrue service credits towards annual, home and maternity leave, salary increment, termination indemnity and repatriation grant during full months of special leave with partial or without pay. No contribution will be paid by the Telecommunity for the staff member's CPF or sickness insurance during such periods. Periods of less than one calendar month of such leave shall not affect the rates of accrual; nor shall continuity of service be considered broken by periods of special leave.

### **Home Leave**

#### **Regulation 5.3**

Home leave shall be granted at the expenses of the Telecommunity every two years to staff members serving outside the country of their home, except locally recruited staff members, to permit them to spend a regular period of accrued annual leave in their country with a view to maintaining contact with it.

**Rule 5.3.1**  
**Home Leave**

- (a) An eligible staff member shall be granted home leave provided that his service is expected by the Secretary General to continue at least six months beyond the date of his return from any proposed home leave. Furthermore, his expected length of service must also be at least 30 months beyond the date of appointment, in the case of the first home leave. In the case of home leave following the return from travel to visit eligible dependants under Rule 7.1.1(b), granting of home leave shall normally be subject to not less than nine months of continuous service having elapsed since departure on travel to visit eligible dependants.
- (b) Staff members whose eligibility under paragraph (a) above is established at the time of their appointment shall begin to accrue service credit toward home leave from that date. Staff members who, subsequent to appointment, acquire home leave entitlement as a result of promotion shall begin to accrue such service credit from the effective date thereof.
- (c) The country of home leave shall be country of the staff member's nationality under Regulation 4.6(b), subject to the following conditions :
  - (i) The place of home leave of the staff member within the country of the staff member's nationality under Regulation 4.6 (b) 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 that country preceding appointment;
  - (ii) The Secretary General, 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 under Regulation 4.6(b). A staff member requesting such authorization will be required to satisfy the Secretary General that he maintained his normal residence in such other country for a prolonged period preceding his appointment that he continues to have close family or personal ties in that country and that his taking home leave there would not be inconsistent with the purposes and intent of Staff Regulation 5.3.
- (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) Home leave may be taken, subject to the exigencies of service at any time during the calendar year in which it falls due.
- (f) In exceptional circumstances, a staff member may be granted advanced home leave provided that not less than 12 months of qualifying service have elapsed

since the date of return from his last home leave. The granting of advance home leave shall not alter the calendar year in which the next home leave falls due. The granting of advance home leave shall be subject to the conditions for the entitlement being subsequently met. If these conditions are not met, the staff member shall be required to reimburse the travel costs paid by the Telecommunity for the advance leave.

- (g) If, except as provided hereunder, a staff member delays taking his home leave beyond the calendar year in which it falls due, he shall not be entitled to take his next such leave until the second succeeding calendar year thereafter. Should, however, the Secretary General decide that exceptional circumstances, arising out of the exigencies of the service, make it necessary for a staff member's home leave to be delayed beyond the calendar year in which it falls due, such delayed leave may be taken without altering the time of his next and succeeding home leave entitlements provided that not less than 12 months of qualifying service elapse between the date of the staff member's return from the delayed home leave and the date of his next home leave departure.
- (h) 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.
- (i) Subject to the conditions specified in Chapter VII below, 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 home leave. Except for allowable travel time, the period of home leave shall be chargeable to annual leave.
- (j) Travel of dependants shall be in conjunction with the approved home leave of the staff member; eligible exceptions may be granted, however, if the exigencies of the service or other special circumstances prevent the staff member and his eligible dependants from travelling together. Home leave of eligible dependants shall not normally be authorized unless the dependants have been at the official duty station for at least six months prior to departure on home leave
- (k) 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.
- (l) A staff member travelling on home leave shall normally be required to spend at least two weeks in his home country. The Secretary General may request a staff member, on his return from home leave, to furnish satisfactory evidence that this requirement has been fully met.

**CHAPTER VI**  
**SOCIAL SECURITY**

**Social Security**

**Regulation 6.1**

Provision shall be made for the participation of staff members in the Asia Pacific Telecommunity's Contributory Provident Fund (CPF) in accordance with the regulations of that Fund.

**Social Security**

**Regulation 6.2**

The Secretary General shall establish a scheme of social security for the staff, besides that provided under Regulation 6.1, including provisions for health protection, sick leave and maternity leave, and reasonable compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the Telecommunity.

**Rule 6.2.1**

**Staff Health Insurance Fund**

Every staff member engaged for at least six months shall participate in the group health insurance schemes arranged by the Secretary General. Staff member's family may also participate in the group health insurance schemes. Staff member's contribution and subsidies by the Telecommunity according to respective levels are shown in Annex 6.

**Rule 6.2.2**

**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 shall be granted sick leave in accordance with the following provisions:
- (i) all sick leave shall be approved on behalf of the Secretary General;
  - (ii) a staff member holding a continuing or a fixed-term appointment of one year or longer shall be permitted sick leave up to three months on full salary and up to three months on half salary in any period of 12 consecutive months, provided that the amount of sick leave permitted in any four consecutive years shall not exceed 18 months, of which nine months on full salary and nine months on half salary;

- (iii) staff members shall be responsible for informing their supervisors as soon as possible of absence due to illness or injury. Where practicable they should, before absenting themselves, report to the Secretary General.
  - (iv) except with the approval of the Secretary General, no staff member may be granted sick leave without producing a certificate from a duly qualified medical practitioner, to the effect that he is unable to perform his duties and stating 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 seventh day following the initial absence from duty of the staff member;
  - (v) 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 Secretary General. Further sick leave may be refused or the unused portion withdrawn if the Secretary General is satisfied that the staff member is able to return to his duties, provided that if the staff member so requests that matter shall be referred to an independent practitioner or a medical board acceptable to both Secretary General and the staff member;
  - (vi) a staff member shall not, whilst on sick leave, leave the area of the duty station without the prior approval of the Secretary General.
- (b) A staff member shall immediately notify the Secretary General of 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.
  - (c) Entitlement to sick leave shall lapse on the final date of a staff member's appointment.

**Rule 6.2.3**  
**Maternity Leave**

- (a) A staff member shall be entitled to absent herself from her duties upon producing a medical certificate acceptable to the Medical Adviser. The total duration of maternity leave shall be 16 weeks; in no case shall it commence less than two weeks before and terminate less than 10 weeks after confinement. The post-natal period may be shortened at the staff member's request to not less than six weeks.
- (b) A staff member shall receive maternity leave on full pay for the entire duration of her absence in accordance with paragraph a) above. No miscalculation 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.

- (c) Annual leave 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. If leave without pay has been granted following maternity leave, the annual leave accrued during the maternity leave shall be credited only six months after return to duty.

**Rule 6.2.4**

**Compensation for Death, Injury or  
other Disability Attributable to Service**

In the event of death, injury or disability attributable to the performance of official duties on behalf of the Telecommunity, compensation may be granted to a staff member or his beneficiaries to supplement the benefits provided for in the Regulations of the Asia-Pacific Telecommunity's Contributory Provident Fund (Annex 5) as well as the Staff Health Insurance and subject to the provision of Annex 7.

## **CHAPTER VII**

### **TRAVEL AND REMOVAL EXPENSES**

#### **Travel Expenses**

##### **Regulation 7.1**

Subject to conditions and definitions prescribed by the Secretary General, the Telecommunity shall in appropriate cases pay the travel expenses of staff members, and their eligible dependants under Rule 7.1.3.

##### **Rule 7.1.1**

##### **Official Travel of Staff Members**

- (a) Subject to the conditions laid down in these Regulations and Rules the Telecommunity shall pay the travel expenses of a staff member under the following circumstances:
  - (i) on initial appointment provided the staff member is considered to have been internationally recruited;
  - (ii) when required to travel on official business; on home leave, on separation from service, in accordance with the relevant provisions;
  - (iii) when authorized to visit dependants in accordance with the provisions of paragraph (b) below.
  
- (b) The Telecommunity shall pay the travel expenses of a staff member to the place from which he was recruited, to the place of his home leave or to his former duty station for the purpose of visiting his eligible dependants once every year in which his home leave does not fall due, provided that:
  - (i) he has completed not less than one year of continuous service at the duty station since the initial appointment or assignment or not less than nine months since departure on his last home leave journey;
  - (ii) his service at the duty station is expected to continue at least six months beyond the date of return to the duty station;
  - (iii) during the preceding 12 months, none of his eligible dependants has been present with him at the duty station after travel at Telecommunity expense except education grant travel.

- (c) Should a staff member, on separation, wish to go to any other place, the travel expenses borne by the Telecommunity shall not exceed the maximum amount that would have been payable on the basis of return transportation to the place of recruitment or home leave.

#### **Rule 7.1.2**

#### **Official Travel of Eligible Dependants**

- (a) Subject to the conditions laid down in these Regulations and Rules, the Telecommunity 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 Secretary General to continue for more than six months beyond the date on which travel of his eligible dependants commences;
  - (ii) after the appointment of such a staff member if, at the time of appointment, either the travel of the eligible dependant was not possible or the dependant was not yet recognized as dependant, and provided the services of the staff member are expected by the Secretary General to continue for more than six months beyond the date on which travel of his eligible dependants commences;
  - (iii) on home leave, in accordance with the provisions of Rule 5.3.1;
  - (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 connection with the education of a staff member's child, in accordance with the provision of Rule 3.11.3;
  - (vi) on travel of the spouse to the duty station, in lieu of the staff member's travel to visit dependants under Rule 7.1.1 (a)(3), subject to the same conditions as specified in Rule 7.1.1 (b).
- (b) Under paragraph (a) (1) and (2) above, the Telecommunity 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 Telecommunity 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 paragraph (a)(5) above, the Telecommunity 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.

#### **Rule 7.1.3**

##### **Eligible Dependants for whom travel expenses are paid by the Telecommunity**

- (a) For the purposes of official travel, dependants shall be deemed to comprise (i) a spouse and (ii) children in respect of whom a dependency allowance is payable. A son or daughter of more than 21 years of age shall also be considered a dependant for travel purposes if totally disabled.
- (b) The Secretary General 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 these Regulations and 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 7.1.4**

##### **Loss of Entitlement to Return Travel**

- (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 eligible dependants. The Secretary General 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 7.1.5**

##### **Travel Authorization**

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

**Rule 7.1.6**  
**Travel Expenses**

- (a) Travel expenses which shall be paid or reimbursed by the Telecommunity under the relevant provisions of these Regulations and Rules 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.
- (c) The staff member shall assume responsibility for the costs of living and accommodation of any eligible dependants who accompany him to the duty station.

**Rule 7.1.7**  
**Route, Mode and Standard of Transportation**

- (a) Official travel shall in all instances be by a route, mode and standard of transportation approved in advance by the Secretary General.
- (b) 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 7.1.8**  
**Route and Mode of Transportation**

- (a) The normal route for all official travel shall be the most direct and economical route. An alternative route may be approved when, in the opinion of the Secretary General, it is in the best interest of the Telecommunity.
- (b) The normal mode of transportation for all official travel shall be by air. An alternative mode of transportation may be approved when, in the opinion of the Secretary General, its use is in the best interest of the Telecommunity.
- (c) Unless the Secretary General should decide otherwise, if a staff member or any eligible dependents travels by a more economical mode of transportation than the

approved mode, the Telecommunity shall pay only for the mode of transportation actually used.

- (d) Unless such a mode of transportation has been approved, any extra time needed for surface travel on home leave is treated as annual leave.

**Rule 7.1.9**  
**Travel by Air**

- (a) All official travel will be by air unless specifically authorized otherwise.
- (b)
  - (i) Payment by the Telecommunity of travel expenses shall be limited to the cost of economy class travel by air or its equivalent by recognized public transportation except the Secretary General and the Deputy Secretary General and their eligible dependent members who may travel in business class or higher.
  - (ii) When circumstances warrant it, the Secretary General may, at his discretion, allow staff members to travel in higher class.
  - (iii) the Telecommunity does not reimburse excess baggage except authorized by the Secretary General for official travel.

**Rule 7.1.10**  
**Purchase of Tickets**

- (a) Unless the staff member concerned is specifically authorized to make other arrangements, all tickets for transportation involving official travel of staff members, and entitled dependants shall be purchased by the Telecommunity in advance of actual travel.

**Rule 7.1.11**  
**Terminal Expenses**

- (a) For all official travel to or from the duty station, a staff member may claim reimbursement of terminal expense incurred for each required trip by means of public conveyance between the airport or other point of arrival or departure and the hotel or other place of dwelling according to the UN Common System in respect of each family member authorized to travel at APT's expense. No expenses shall be reimbursable in respect of an intermediate stop:
  - i) which is not authorized;
  - ii) which does not involve leaving the terminal; or
  - iii) which is exclusively for the purpose of making an onward connection.

Terminal expenses shall be deemed to include all expenditures for transportation between the airport or other point of arrival or departure and the hotel or other place of dwelling, including transfer of accompanied baggage and other incidental charges, except the costs provided for under Rule 7.1.17(c).

**Rule 7.1.12**  
**Expenses while in Authorized Transit**

When the authorized mode of transportation is other than by sea, full travel subsistence allowance shall be payable for the time spent in transit, subject to the conditions laid down in Rule 7.1.14 to 7.1.16, and provided that, in the case of travel other than on official business, a maximum of three days' travel time shall be allowed in respect of any specific journey.

**Rule 7.1.13**  
**Travel Subsistence Allowance**

- (a) Except as provided in Rule 7.1.12 and in paragraph (f) below, a staff member authorized to travel at Asia-Pacific Telecommunity expense shall receive an appropriate daily subsistence allowance in accordance with a schedule of rates established from time to time by United Nations. Such established rates shall be subject to reductions in cases where the cost of lodging or meals is not borne by the staff member, by a Government or by related institution.
- (b) The Secretary General may, in exceptional and compelling circumstances, authorize a reasonable increase in the travel subsistence allowance to be paid to a staff member who is required to accompany a senior official and whose official duties while in travel status require that his or her additional living expense be established at a rate substantially higher than that contemplated in setting the allowance rate for his level.
- (c) Travel subsistence allowance shall be deemed to comprise the total contribution of the Telecommunity towards such charges as meals, lodging, gratuities, and other payments made for the personal services rendered. Except as provided in Rule 7.1.16, any expenditures incurred in excess of the allowance shall be borne by the staff member.
- (d) Travel subsistence allowance shall not be paid in respect of any period of annual or special leave.
- (e) The travel subsistence allowance shall continue to be paid during periods of sick leave while in travel status, except that, if the traveller is hospitalized, only one-third of the appropriate daily rate shall be paid.

- (f) No travel subsistence allowance shall be payable in respect of travel on home leave, family visit or education grant, provided that the allowance may be paid for stopovers actually made on such travel under conditions established by the Secretary General.

#### **Rule 7.1.14**

#### **Computation of the Travel Subsistence Allowance**

The full rate of travel subsistence allowance shall only be payable when the official has to spend a night away from home and in such a case the appropriate full rate would be the rate applicable to the place where he spends the night.

Except during travel by sea, subsistence allowance shall be paid under the conditions prescribed as follows:

- (a) for a journey of less than 24 hours:
- (i) if it involves an overnight stay away from the staff member's residence, the full rate of travel subsistence allowance shall be payable, unless the cost of lodging is not borne by the staff member, in which case the reduction shall be made in accordance with these Regulations and Rules;
  - (ii) if it did not involve a night away from home;
    - no allowance shall be paid for a journey of less than ten hours
    - 40% shall be paid for a journey of ten hours or more
- (b) for a journey exceeding 24 hours:
- (i) one full day's allowance shall be paid for the day of departure, the applicable rate being that for the place of arrival;
  - (ii) for each successive period of 24 hours from midnight to midnight (measured by local times, ignoring time-zone differences), one full day's allowance shall be paid except that:
    - (1) no allowance shall be payable for the day on which travel is ended; and
    - (2) Where the cost of meals or lodging is not borne by the staff member, the percentage deductions shall be made in accordance with these Regulations and Rules.
- (c) The rate applicable for each 24-hour period will be that for the place at which the official spends the night. If the official is travelling for all or part of a night, the appropriate rate is the rate for his place of arrival. If the traveller completes his travel on the same day as he commenced it, the rate applicable for the area of the

destination shall be paid for that day, except that no travel subsistence allowance shall be paid if his destination is his home or official duty station. No allowance shall be paid when a traveller returns to his official duty station within ten hours after departure.

- (d) When it is necessary, for the purpose of computing the amount of travel subsistence allowance payable, to specify the "hour of departure" and the "hour of arrival," these shall be considered as the time when the means of public transportation used by the traveller actually leaves or arrives at its terminal.

#### **Rule 7.1.15**

#### **Miscellaneous Travel Expenses**

Necessary additional expenses, incurred by a staff member in connection with the transaction of official business or in the performance of authorized travel, shall be reimbursed by the Telecommunity after completion of travel provided the necessity and nature of the expenses are satisfactorily explained and supported by proper receipts which shall normally be required for any expenditures in excess of US\$6. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

- (a) hire of local transportation other than that provided for under Rule 7.1.11;
- (b) telephone and facsimile messages on official business;
- (c) transfer of authorized baggage by appropriate agency;
- (d) hire of room for official use;
- (e) services in connection with the preparation of official reports or correspondence;
- (f) transportation or storage of baggage or property used on official business.
- (g) Passport and Visa Costs

#### **Rule 7.1.16**

#### **Assignment Grant**

- (a) Subject to the conditions set forth hereunder, a staff member shall be paid, in respect of himself and his eligible dependants, an assignment grant when the staff member travels at Telecommunity's expense on initial appointment expected to be of at least one year duration. Such payment shall be the total compensation payable by the Telecommunity towards the initial extraordinary living costs incurred by the staff member and his eligible dependant immediately following their arrival at the duty station.
- (b) The amount of the assignment grant shall be the equivalent of 30 days of subsistence allowance at the appropriate daily rate applicable in respect of a staff member and at one half that rate in respect of an eligible dependant for whom travel expenses have been paid by the Telecommunity. This amount shall be

calculated on the basis of the rate prevailing on the date of arrival of the staff member or of staff member's eligible dependants, as appropriate.

- (c) In addition to any amount of grant paid at the daily rates under this rules, the payment of a lump sum may be authorized at designate duty stations under conditions established by the Secretary General. Provided that there is no entitlement to removal costs, the lump sum shall be equivalent to one month's salary at the new duty station at the staff member's grade and step.
- (d) Assignment grant shall not be payable in connection with education grant travel.
- (e) Should the staff member not complete the period of service in respect of which the assignment grant has been paid, or becomes entitled to payment of removal expenses, the grant shall be adjusted proportionately to the period of effective service and recovery made under conditions established by the Secretary General who, in exceptional circumstances, may decide to waive recovery. The travel subsistence allowance portion of the grant payable on arrival at the official duty station shall not normally be recoverable.

#### **Rule 7.1.17**

#### **Excess Baggage and Unaccompanied Shipments**

- (a) Baggage in excess of the weight or volume carried without extra charge by transportation companies shall be considered as excess baggage within the meaning of these Regulations and Rules.
- (b) Charges for excess baggage shall be reimbursable only when authorized prior to commencement of travel.
- (c) Charges for excess baggage by air shall not be reimbursable unless, in the opinion of the Secretary General, the circumstances under which the staff member is travelling are of a sufficiently exceptional and compelling nature to warrant such reimbursement. In no event shall such charges be reimbursable if incurred in connection with travel on home leave and or visit to eligible dependants.
- (d) On travel on first appointment, or separation from services, where no entitlement to removal costs exists, a staff member may be reimbursed expenses in transporting personal effects and household goods by land and/or sea up to a maximum, including the weight or volume of packing crates, etc., of:

1000 Kg. or 6.23 m <sup>3</sup>	for the staff member
500 Kg. or 3.11 m <sup>3</sup>	for the first eligible dependant (spouse or child)
300 Kg. or 1.87 m <sup>3</sup>	for each additional eligible dependant authorized to travel at the expense of the Telecommunity.

Where surface shipment is, the most economical means of transport, such surface shipment may be converted to air freight on the basis of one-half of the weight or volume of the authorized surface entitlement:

- (i) when a staff member elects to convert the whole surface entitlement to air freight, or
  - (ii) when, in the opinion of the Secretary General, the conversion to air freight of a portion of the surface shipment entitlement is necessary to meet urgent needs,
- (e) Reasonable costs of packing, crating, cartage, unpacking and uncrating of shipments within the limits of authorized weight or volume will be reimbursed, but storage charges, other than those directly incidental to the shipment, and costs for servicing of appliances, dismantling or installation of fixtures or special packing shall not be reimbursed.
- (f) On travel on first appointment, or separation, where entitlement to removal costs does exist, a staff member shall be reimbursed expenses incurred in transporting a reasonable amount of personal effects and household goods by land and/or sea up to a maximum, including the weight or volume of packing and crating, of:

450 Kg. or 2.80 m <sup>3</sup>	for the staff member
300 Kg or 1.87 m <sup>3</sup>	for the first eligible dependant (spouse and child) 150 Kg or 0.93 m <sup>3</sup> for each additional eligible dependant

The weight or volume of such shipment shall be deducted from the maximum weight or volume to which the staff member is entitled under paragraph (d) of Rule 7.5.1. The above surface shipment may be converted to air freight under the same conditions of paragraph (g) of this rule, and insured under the same conditions of Rule 7.1.20.

Shipment shall be made in one consignment unless otherwise warranted, in the opinion of Secretary General, by exceptional circumstances.

### **Rule 7.1.18**

#### **Insurance**

- (a) Staff members shall not be reimbursed for the cost of personal accident insurance or of insurance of accompanied personal baggage. However, compensation may be paid in respect of loss or damage to accompanied personal baggage, in accordance with such arrangements as may be in force under Rule 12.1.4.
- (b) In the case of unaccompanied shipments authorized under Rule 7.1. 17, insurance coverage will be provided by the Telecommunity up to the value of \$16,000 for a

staff member and \$8,000 for the first eligible dependent and \$4,800 for each additional eligible dependent Such insurance coverage shall not include articles of special value for which special premium rates are charged. The Telecommunity will not be responsible for loss or damage of unaccompanied baggage.

- (c) The cost of insurance of personal effects and household goods in transit (excluding articles of special value for which special rates of premium are charged) under Rule 7.5.1 shall be reimbursed by the Telecommunity, up to a maximum of US\$80,000 valuation for staff members alone or US\$130,000 valuation for staff members with one or more eligible dependants residing at the official duty station. The Telecommunity shall in no case be responsible for loss or damage of personal effects and household goods.
- (d) In the case of unaccompanied shipments under Rules 7.1.19 and 7.5.1, the staff member shall furnish the Telecommunity prior to shipment, with an itemized inventory in duplicate of all articles, including containers such as suitcases, and the replacement value in United States dollars of each article in the shipments. If no inventory is furnished, no insurance coverage shall be provided.

**Rule 7.1.19**  
**Travel Advances**

Staff members authorized to travel shall ensure that they have sufficient funds for all current expenses, by requesting, if necessary, an advance of funds against the estimated reimbursable travel expenses.

**Illness or Accident During Travel on Official Business**

**Regulation 7.2**

The Telecommunity shall pay or reimburse reasonable hospital and medical expenses, insofar 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.

**Reimbursement of Travel Expenses**

**Regulation 7.3**

The Secretary General shall reject any claim for payment or reimbursement of travel or removal expenses which are incurred by a staff member in contravention of any provision of these Regulations and Rules.

**Transportation of the Remains of Deceased Staff  
or of their eligible Dependants**

**Regulation 7.4**

Upon the death of a staff member or his eligible dependant, the Telecommunity shall pay the expenses of transportation of the body from Bangkok or, in the event of death having occurred while on official business away from Bangkok, from the place of death, to a place to which the staff member or his eligible dependant was entitled to return transportation. These expenses shall include reasonable costs for preparation of the body.

**Removal Expenses**

**Regulation 7.5**

Subject to conditions and definitions prescribed by the Secretary General, the Telecommunity shall pay removal expenses for staff members.

**Rule 7.5.1**

**Removal Costs**

- (a) Subject to the conditions laid down in these Regulations and Rules, the Telecommunity shall pay expenses in connection 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) upon completion of 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 paragraph (a)(1) and (2) above, the Telecommunity 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 provided that the goods and effects were in his possession at the time of appointment and are being transported for his own use. Payment of removal expenses from a place other than those specified may be authorized by the Secretary General in exceptional cases, on such terms and conditions as he deems appropriate.

- (c) Under paragraph (a) (3) above, the Telecommunity shall pay the expenses of removing a staff member's household goods and personal effects from Bangkok to any one place to which he is entitled to be returned, or any other one place authorized by the Secretary General in exceptional cases on such terms and conditions as he deems appropriate, provided the goods and effects were in the staff member's possession at the time of separation and are being transported for his own use.
- (d) Payment by the Telecommunity of removal expenses shall be subject to the following conditions:
  - (i) the maximum weight and volume for which entitlement to removal at Telecommunity expense exists shall be 4,890 Kg in weight or 30.58 m<sup>3</sup> in volume (1,080 cubic feet), inclusive of packing but excluding crates and lift vans, for staff members without eligible dependants, and 8,150 Kg. in weight or 50.97 m<sup>3</sup> in volume (1,800 cubic feet) for a staff member with one or more eligible dependants residing at the 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 the maximum entitlement;
  - (ii) for the purposes of unaccompanied shipments and removal, personal effects and household goods shall include all effects and goods normally required for personal or household use, provided that animals, boats, automobiles, motorcycles, trailers and other power-assisted conveyances shall in no case be considered as such effects and goods.
  - (iii) shipments under this Rule shall normally be made in one consignment. Reasonable costs of packing, crating, cartage, unpacking, uncrating and insurance shall be allowed for shipments within the limits of authorized weight or volume, except that costs for servicing of appliances, dismantling or installation of fixtures or special packing shall not be borne by the Telecommunity. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Secretary General, they are directly incidental to the transportation of the consignment;
  - (iv) transportation of personal effects and household goods shall be by the most economical means as determined by the Secretary General, on the basis of estimates from three different firms, taking into account costs allowable under paragraph (d) (3) above;
- (e) Removal costs shall not be payable under this Rule in the case of official travel.

- (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 Telecommunity's expense for both of them shall be that provided for a staff member with dependants residing with him at the duty station.

#### **Rule 7.5.2**

##### **Loss of Entitlement to unaccompanied shipment or 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.
- (b) Entitlement to removal expenses shall normally cease if removal has not commenced within two years after the date on which the staff member became entitled to removal expenses or if the staff member's services are not expected by the Secretary General to continue for more than six months beyond the proposed date of arrival of the personal effects and household goods.
- (c) Upon separation from service, entitlement to unaccompanied shipment expenses, or removal expenses, shall cease if shipment or removal has not commenced within six months or one year respectively after the date of separation.
- (d) The Secretary General may reject any claim for payment or reimbursement of expenses for unaccompanied shipment or removal expenses which are incurred by a staff member in contravention of any provisions of these Regulations and Rules.

## **CHAPTER VIII**

### **STAFF RELATIONS**

#### **Joint Advisory Committee**

##### **Regulation 8.1**

The Secretary General shall establish joint administrative machinery with staff participation to advise him regarding personnel policies and general questions of staff welfare or any administrative matter which he may refer to it, and to make to him such proposals as it may desire for amendment of these Regulations and Rules.

##### **Rule 8.1.1**

#### **Composition and Convocation of the Joint Advisory Committee**

- (a) The joint administrative machinery provided for in Regulation 8.1 shall consist of a Joint Advisory Committee composed as follows:
  - (i) a Chairman designated by the Secretary General , from among elected or other high-ranking officials;
  - (ii) two members representing the staff;
  - (iii) a member designated by the Secretary General;
  - (iv) ex-officio, as a non-voting member and as Secretary of the Committee, the Administrative Officer;
  
- (b) Meetings of the Committee shall be convened as occasion requires either by decision of the Secretary General, or by the Chairman, or at the request of at least two members.

##### **Rule 8.1.2**

#### **Rules of Procedure of the Joint Advisory Committee**

The Joint Advisory Committee shall adopt its own Rules of Procedure, which must be consistent with the provisions of these Regulations and Rules.

## CHAPTER IX

### SEPARATION FROM SERVICE

#### Termination

##### **Regulation 9.1**

- (a) The Secretary General, giving his reasons therefore, may terminate the appointment of a staff member who holds a continuing appointment, or a fixed term appointment before the date of expiry thereof, for any of the following reasons:
- (i) if the necessities of the service require abolition of the post or reduction of the staff;
  - (ii) if the staff member concerned is, for reasons of health, incapacitated for further service;
  - (iii) if the staff's services or conduct prove unsatisfactory;
  - (iv) if, in the Secretary General's opinion, such action would be in the interest of the Telecommunity; or
  - (v) for such other reasons as may be specified in the letter of appointment.
- (b) If the necessities of the service require abolition of a post or reduction of the staff and subject to the availability of suitable posts in which their services can be effectively utilized, staff members with Continuing Appointments shall be retained in preference to those on all other types of appointment.
- (c) Appointments shall be terminated with due regard to the competence, efficiency and official conduct, to length of service and to the factor of geographical distribution; all else being equal, appointments of staff members with the least family responsibilities shall be the first to be terminated.
- (d) Before terminating any appointment, the Secretary General shall obtain the advice of the Joint Advisory Committee.
- (e) The Secretary General shall report all cases of termination to the Management Committee.

#### **Termination for Reasons of Health**

##### **Regulation 9.2**

The services of a staff member may be terminated when he is unable to perform his duties or other duties which might reasonably be assigned to him, as a result of infirmity, illness or the weakening of his physical or mental faculties.

## **Resignation**

### **Regulation 9.3**

Staff members may resign from the Telecommunity upon giving the Secretary General the notice require under the terms of their appointment.

## **Notice of Resignation**

### **Regulation 9.4**

Unless otherwise specified in their letters of appointment, three months' written notice of resignation shall be given by the staff members having continuing appointments and sixty days' written notice by staff members having fixed-term appointment. The Secretary General may, however, accept resignations on shorter notice.

## **Notice of Termination**

### **Regulation 9.5**

- (a) If the Secretary General terminates an appointment, the staff member shall be given such notice as is specified in his letter of appointment or contract and such indemnity as may be applicable under these Staff Regulations and Staff Rules.
- (b)
  - (i) A staff member whose continuing appointment is to be terminated shall be given not less than three months' written notice of such termination.
  - (ii) A staff member whose fixed-term appointment is to be terminated shall be given not less than 60 days' written notice of such termination or such notice as may otherwise be stipulated in his letter of appointment.
  - (iii) In lieu of these notice periods, the Secretary General may authorize payment of an indemnity calculated on the basis of the salary and allowances which the staff member would have received had the date of termination been at the end of the notice period.
- (c) The Secretary General shall not, however, in principle give any notice to a staff member who has been dismissed.

**Termination Indemnity**

**Regulation 9.6**

- (a) Staff members whose appointments are terminated on account of the abolition of the post or reduction of the staff shall be paid an indemnity in accordance with the following schedule.

Completed Years of Service	Months of salary, as applicable (a) (b)	
	Continuing Appointments	Temporary Appointments for a fixed term
Less than 1	Not applicable	One week for each month for uncompleted service, subject to a minimum of six weeks, and a maximum of three months' indemnity pay
1	Not applicable	
2	Not applicable	
3	Not applicable	
4	Not applicable	
5	Not applicable	
6	6	3
7	7	5
8	8	7
9	9	9
10	9.5	9.5
11	10	10
12	10.5	10.5
13	11	11
14	11.5	11.5
15 or more	12	12

(a) For staff in Professional and higher categories.

(b) For staff in the General Service category.

- (b) A staff member whose appointment is terminated for reasons of health, shall receive an indemnity equal to that provided under paragraph (a) above,
- (c) If a staff member whose appointment is terminated for reasons of unsatisfactory service or who is dismissed, may be paid, at the Secretary General's discretion, an indemnity not exceeding one half of the indemnity provided under paragraph (a) above.

- (d) If a staff member's appointment is terminated in the interest of the good administration of the Telecommunity and is agreed upon by the staff member, the Secretary General may, if he considers it justified in the particular circumstances of the termination, pay to the staff member an indemnity of up to one half more than the amount set out in the schedule in (a) above.
- (e) No termination indemnity shall be paid to a staff member:
  - (i) who resigns;
  - (ii) who has a fixed-term appointment that is completed on the expiry date specified in the letter of appointment;
  - (iii) whose appointment is terminated for reasons of unsatisfactory service or who is dismissed, subject to the provisions of paragraph c) above;
  - (iv) who abandons his post;
  - (v) who is retired under these Regulations and Rules.
- (f) Length of service shall be deemed to comprise the total period of a staff member's full-time continuous service with the Telecommunity, 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 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.

### **Repatriation Grant**

#### **Regulation 9.7**

- (1) A repatriation grant shall be payable to staff members whom the Telecommunity is obligated to repatriate. The repatriation grant shall not, however, be paid to a staff member who is summarily dismissed. Detailed conditions and definitions relating to eligibility shall be determined by the Secretary General. The amount of the grant shall be proportional to the length of service with the Telecommunity, as follows:

Years of continuous service away from home country	Weeks of salary, as applicable (a)(b)		
	Staff member with a spouse or eligible dependent child at time of separation	Staff member with neither a spouse nor a dependent child at time of separation	
		Professional and higher categories	General Service Category
1	4	3	2
2	8	5	4
3	10	6	5
4	12	7	6
5	14	8	7
6	16	9	8
7	18	10	9
8	20	11	10
9	22	13	11
10	24	14	12
11	26	15	13
12 or more	28	16	14

(a) For staff in the Professional and higher categories

(b) For staff in the general service category

#### **Rule 9.7.1**

#### **Payment of repatriation grant**

(2) Payment of repatriation grants shall be subject to the following conditions and definitions:

(a) "obligation to repatriate" as used in the present Regulation shall mean obligation to return of a staff member and his dependents, upon separation, at the expense of the Telecommunity, to a place outside Thailand;

(b) "home country" as used in the present Regulation shall mean the country of home leave entitlement, or such other country as the Secretary General may determine at the request of the staff member;

- (c) continuous service away from the staff member's home country shall, for the purposes of this Rule, exclude periods spent on short-term appointment status. If at any time the staff member was considered to have acquired permanent residence in Bangkok 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;
- (d) No payment of repatriation grants shall be made to locally recruited staff, to a staff member who abandons his post, to a staff member who has been dismissed or to any staff member who is residing at the time of separation in his home country while performing his official duties;
- (e) Eligible dependants, within the meaning of this Rule, shall consist of a spouse or children in respect of whom a staff member, at the time of separation, is receiving dependency allowances. The repatriation grant shall be paid at the dependency rate to staff members with eligible dependants regardless of the place of residence of the dependants;
- (f) Loss of entitlement to payment of return travel expenses under Rule 7.1.4 shall not affect a staff member's eligibility for payment of the repatriation grant;
- (g) 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 Telecommunity is obligated to return to their home country. If there is one such surviving dependant, payment shall be made at the single rate; if there are two or more such surviving dependants, payment shall be made at the dependency rate.

## **Retirement**

### **Regulation 9.8**

The retirement age for staff members shall be 65 years; except in the case of the Secretary General and Deputy Secretary General.

The Secretary General in the interest of the Telecommunity and in exceptional cases, may re-employ a retired staff on a short term basis. The total duration of such re-employment shall not exceed a cumulative total of 2 years.

## **Expiry of Fixed-Term Appointment**

### **Regulation 9.9**

- (a) A fixed-term appointment shall expire automatically and without prior notice on the expiry date specified in the letter of appointment.
- (b) Separation as a result of the expiry of any such appointment shall not be regarded as a termination within the meaning of these Regulations and Rules.

## **Grant on Death**

### **Regulation 9.10**

- (1) In the event of the death of a staff member , a single grant computed in accordance with the following schedule shall be paid to the spouse if any, and if none, to any eligible dependent children:

<b>Completed years of service in the Telecommunity (as defined in Regulation 9.6)</b>	<b>Months of salary</b>
3 years or less	3
4 years	4
5 years	5
6 years	6
7 years	7
8 years	8
9 years or more	9

- (2)
  - (a) Where service exceeds three years, the grant shall be paid proportionately in respect of completed months of service over three years.
  - (b) For the purposes of this Regulation, "eligible dependant" means either a spouse or a child in respect of whom a dependency allowance is payable. If there is no such surviving dependant, no payment shall be made.

## **Procedure of Separation**

### **Regulation 9.11**

The Secretary General shall provide appropriate rules as regards the procedure of separation.

## **Last Day for Pay Purposes**

### **Regulation 9.12**

- (a) When a staff member is separated from service, the date on which entitlement to salary, allowances and benefits shall cease for the staff member, his beneficiaries or persons entitled shall be determined according to the following provisions:

#### **Rule 9.12.1**

##### **Determination of the last day for pay purposes**

- (1) In the case of resignation, the date shall be either the date of expiry of the notice period or such other date as the Secretary General accepts. Staff members shall 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 Regulation 9.13.
- (2) upon expiry of a fixed-term appointment, the date shall be the date specified in the letter of appointment;
- (3) upon termination, the date shall be the date provided in the notice of termination;
- (4) upon retirement, the date shall be the date approved by the Secretary General for retirement, either end of June or end of December corresponding to the date of birth of the staff member concerned;
- (5) in the case of dismissal, the date shall be the date of dismissal.
- (6) In the case of death, the date shall be that of death, subject to the relevant provisions of Regulation 9.10.

#### **Rule 9.12.2**

##### **Last Day for Travel Purposes**

- (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 (1), (2) or (3) 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 Bangkok to the place of entitlement, the travel commencing no later than the day following the date established under Rule 9.12.1.

## **Commutation of Accrued Annual Leave**

### **Regulation 9.13**

If upon separation a staff member has accrued annual leave, he shall be paid in lieu thereof a sum of money for the period of such accrued leave up to a maximum of 60 working days. The payment shall be calculated as follows:

#### **Rule 9.13.1**

#### **Calculation of the payment of accrued leave**

- (i) For staff in the Professional and higher categories, on the basis of the staff member's last net base salary and the post adjustment;
- (ii) For staff in the General Service category, on the basis of the staff member's net salary, according to the schedule of rates set forth in Staff Regulation 3.1.

#### **Rule 9.13.2**

#### **Payment of accrued leave in case of death**

In the event of the death of a staff member, a sum proportionate to the number of days of annual leave he has accumulated shall be paid to his estate.

#### **Restitution of Advance Annual Leave**

### **Regulation 9.14**

Upon separation, a staff member who has taken advance annual 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 Telecommunity, equivalent to the remuneration received, including allowances and other payments, in respect of the advance leave period. The Secretary General may waive this requirement if he is satisfied that there are exceptional or compelling reasons for so doing.

#### **Certification of Service**

### **Regulation 9.15**

Any staff member who so requests shall, on leaving the service of the Telecommunity, 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.

## CHAPTER X

### DISCIPLINARY MEASURES

#### Disciplinary Measures

##### **Regulation 10.1**

- (a) A staff member, who is deemed to be guilty of misconduct may incur sanctions. The Secretary-General may dismiss a staff member for serious misconduct. The Secretary General may consult the Joint Advisory Committee in disciplinary cases.

##### **Rule 10.1.1**

##### **Misconduct**

Failure by a staff member to comply with his obligations under these Regulations and Rules or other relevant administrative issuances, or to observe the standards of conduct expected of an international civil servant, may amount to unsatisfactory conduct within the meaning of Regulation 10.1, leading to disciplinary proceedings and disciplinary measures for misconduct.

##### **Rule 10.1.2**

##### **Sanctions**

- (a) The following are the sanctions applicable to the staff:
- (1) verbal reprimand;
  - (2) written censure of which a copy must be placed in the file of the person concerned;
  - (3) delayed advancement to the next salary step;
  - (4) reduction in salary step within the same grade
  - (5) temporary removal from duty without pay;
  - (6) demotion to a lower grade;
  - (7) dismissal
- (b) Reprimands shall be given by the responsible supervisor and censures shall be given by the Deputy Secretary General.
- (c) All other sanctions shall be applied by the Secretary General after referring the matter for advice to the Joint Advisory Committee.

**Rule 10.1.3**  
**Provisional Suspension from Duty**

- (a) When a charge of serious misconduct is made against a staff member, and if his immediate Supervisor is of the opinion that the charge is well-founded and that the official's continuance in office pending an investigation of the charge would be prejudicial to the service, he may be suspended from duty by the Secretary General with or without pay, pending investigation, without prejudice to his rights. Such suspension shall not constitute a sanction in the meaning of Rule 10.1.2.
- (b) A staff member suspended pursuant to paragraph a) above shall be given a written statement of the reason for the suspension and its probable duration. Suspension should normally not exceed three months.
- (c) Suspension shall be with pay unless, in exceptional circumstances, the Secretary General decides that suspension without pay is appropriate. If a suspension pursuant to paragraph a) above is without pay and the charge of misconduct is subsequently not sustained, any salary withheld shall be restored.

**Rule 10.1.4**  
**Right of Defence**

No disciplinary action shall be taken against a staff member until he has been given an opportunity to present his defence.

## **CHAPTER XI**

### **APPEALS**

#### **Appeals**

##### **Regulation 11.1**

The Secretary General shall establish administrative machinery with staff participation to advise him in case of any appeal by staff members against an administrative decision alleging the non-observance of their terms of appointment, including all pertinent Staff Regulations and Staff Rules, or against disciplinary sanctions.

##### **Rule 11.1.1**

##### **Appeal Board**

1. The administrative machinery provided under Regulation 11.1 shall consist of an Appeal Board.
2.
  - (a) A staff member who, under the terms of Regulation 11.1 wishes to appeal against an administrative decision, shall as a first step address a letter to the Secretary General with a copy to the officer under whom he serves, requesting that the administrative decision be reviewed. Such a letter must be sent within six weeks from the time the staff member received notification of the decision in writing.
  - (b) If the staff member wishes to make an appeal against the answer received from the Secretary General, he shall submit his appeal in writing to the Chairman of the Appeal Board within three months from the date of receipt of the answer. If no reply has been received from the Secretary General within six weeks of the date the letter referred to in paragraph (a) above was sent to him, the staff member shall, within the six following weeks, submit his appeal in writing to the Chairman of the Appeal Board.
  - (c) An appeal shall not be receivable by the Appeal Board unless the above time limits have been met, provided that the Board may waive the time limits in exceptional circumstances.
3. The opinions and recommendations of the Appeal Board are advisory in character. The Secretary General shall give due consideration to such opinion of recommendations in making decisions on cases of appeal.

4. The Appeal Board shall consist of three members:
  - (a) A Chairman chosen by the from among elected or other high-ranking officials.
  - (b) A member chosen by the Secretary General from among the staff members;
  - (c) A member representing the staff members elected by them.
  
5. The procedure of the Appeal Board shall be as follows:
  - (a) A staff member wishing to appeal shall set down his complaints in writing and send them to the Chairman of the Appeal Board, who shall submit this document to the Secretary General for a written reply. The Secretary General shall send his reply to the Chairman of the Board, with a copy to the appellant, within four weeks of the date on which the written appeal was submitted to the Secretary General. A copy of his reply must be delivered to the appellant at least 48 hours prior to the deliberations of the Board;
  - (b) A staff member who submits an appeal shall at all times be entitled to request assistance by any person he chooses;
  - (c) The deliberations of the Appeal Board shall begin, at the latest, seven weeks from the date on which the written appeal was submitted;
  - (d) The report of the Appeal Board shall be sent in writing to the Secretary General within ten weeks of the date on which the written appeal is submitted; a copy shall be transmitted immediately to the appellant.

## **CHAPTER XII**

### **FINAL PROVISIONS**

#### **General Provisions**

##### **Regulation 12.1**

These Regulations may be supplement or amended by the Management Committee, without prejudice to any conditions of service quoted in the letters of appointment or contract of individual staff members and provided that, up to the date of amending the Regulations in force, there shall be no interference with the applications of the said Regulations to a staff member and that the amended Regulations shall have no retrospective effect.

##### **Rule 12.1.1**

##### **Gender of Terms**

In these Regulations and Rules reference to staff members in the masculine gender shall apply equally to men and women, unless clearly inappropriate from the context.

##### **Rule 12.1.2**

##### **Amendment of, and Exceptions to, Staff Rules**

- (a) These Rules may be supplemented or amended by the Secretary General, without prejudice to any condition of service quoted in the letter of appointment or contract of individual staff members and provided that up to the date of amending the Rules in force, there shall be no interference with the application of the said Rules to a staff member and that the amended Rules shall have no retrospective effect.
- (b) Exceptions to the Staff Rules may be made by the Secretary General provided that such exception is not inconsistent with any Staff Regulation or other decision of the Management Committee, and provided further that it is agreed to by the staff member directly affected and is, in the opinion of the Secretary General, not prejudicial to the interest of the Telecommunity or of any other staff member or group of staff members.

##### **Rule 12.1.3**

##### **Liability**

Staff members shall not be required to use their own cars on official business; should they do so, it will be at their own risks without involving the Telecommunity's liability in any way.

**Rule 12.1.4**  
**Proprietary Rights**

Rights to inventions made by Telecommunity staff members during the course of their official duties shall be vested in the Telecommunity, which will normally ensure publication of the inventions for the benefit of all its Members. The inventor shall be entitled to have his name associated with the publication or with the patent, if any.

**Rule 12.1.5**  
**Entry into Force**

These Staff Regulations and Staff Rules replace 2014 edition of the Staff Regulations and Staff Rules and shall enter into force on the 1<sup>st</sup> January, 2021.

**General Provisions**

**Regulation 12.2**

The Secretary General shall report to the Management Committee such Staff Rules and amendments thereto as he may make to implement these Regulations.

**Appointed staff member of the Telecommunity standing for election  
or elected to an elected official post**

**Regulation 12.3**

Definition of appointed staff member and elected official  
For the purposes of these Regulations and Rules:

An "appointed staff member" is a staff recruited according to the recruitment, appointment and promotion principles pursuant to Chapter IV.

1. (a) An appointed staff member of the Telecommunity standing for election to one of the elected official posts referred to, respectively, in Article 8 Paragraph 6(e) of the Constitution of the Telecommunity shall be placed on special leave without pay by the Secretary General, in accordance with Regulation 5.2 of the Staff Regulations and Staff Rules, with effect from the day following the date of submission of his candidature to the Secretary General.
- (b) If the appointed staff member is not elected, the period of his special leave without pay shall come to an end on the date determined by the Secretary General no later than 30 days after the completion of the election in order to enable him to resume his duties at the Telecommunity in Bangkok, Thailand upon expiry of his special leave.

- (c) If the appointed staff member is elected;
    - i) the period of his special leave without pay shall end on the date determined by the Secretary General,
    - ii) he must resign from his post as an appointed staff member. The date of his resignation is to be mutually agreed between the staff member and the Secretary General. In such an instance, the Secretary General shall accept a shorter period of notice from the staff member who has been elected,
    - iii) both dates shall be no later than the date of taking office as an elected official.
  - (d) Taking into consideration that the appointed staff member who has been elected is already resident in Thailand, the relevant provisions on the appointment and resignation of staff as provided for in the Staff Regulations and Staff Rules including but not limited to; repatriation and assignment grants, commutation of accrued annual leave and CPF remuneration, shall not apply in this instance.
2. As regards the contractual status of an elected official who had been an appointed staff member immediately prior to being elected, periods of service as an appointed staff member and periods of service as an elected official shall be taken into account in calculating length of service for the purposes of sick leave, annual leave, home leave, maternity leave, compensation for death, termination indemnity and repatriation grant. Length of service shall be understood to be the total period during which such an official has been in continuous and full-time service with the Telecommunity.

### **Application of the Staff Regulations and Staff Rules**

#### **Regulation 12.4**

In case of doubt as regards the interpretation or application of the Staff Regulations and Staff Rules, the Secretary General shall be guided by the United Nations practice.

**Salary scale for the Professional and higher categories showing annual gross salaries  
and net equivalents after application of staff assessment<sup>1</sup>**  
(in United States dollars)

Effective 1 January 2019

Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
USG	Gross	198,315												
	Net	146,388												
ASG	Gross	179,948												
	Net	134,266												
D-2	Gross	143,813	146,943	150,079	153,402	156,726	160,048	163,368	166,691	170,012	173,332			
	Net	110,169	112,360	114,552	116,745	118,939	121,132	123,323	125,516	127,708	129,899			
D-1	Gross	128,707	131,457	134,210	136,963	139,706	142,459	145,209	147,956	150,753	153,667	156,583	159,497	162,415
	Net	99,595	101,520	103,447	105,374	107,294	109,221	111,146	113,069	114,997	116,920	118,845	120,768	122,694
P-5	Gross	110,869	113,209	115,550	117,887	120,229	122,566	124,909	127,246	129,586	131,924	134,266	136,601	138,944
	Net	87,108	88,746	90,385	92,021	93,660	95,296	96,936	98,572	100,210	101,847	103,486	105,121	106,761
P-4	Gross	90,970	93,050	95,129	97,209	99,288	101,483	103,744	106,001	108,259	110,514	112,776	115,029	117,287
	Net	72,837	74,218	75,798	77,379	78,959	80,538	82,121	83,701	85,281	86,860	88,443	90,020	91,601
P-3	Gross	74,649	76,574	78,499	80,421	82,347	84,271	86,195	88,122	90,046	91,970	93,897	95,821	97,747
	Net	60,233	61,666	63,159	64,620	66,064	67,546	69,008	70,473	71,935	73,397	74,862	76,324	77,788
P-2	Gross	57,661	59,383	61,103	62,824	64,546	66,270	67,993	69,711	71,434	73,154	74,875	76,599	78,318
	Net	47,322	48,631	49,938	51,246	52,555	53,865	55,175	56,480	57,790	59,097	60,405	61,715	63,022
P-1	Gross	44,593	45,931	47,269	48,607	49,943	51,401	52,862	54,324	55,784	57,246	58,707	60,166	61,628
	Net	37,012	38,123	39,233	40,344	41,453	42,565	43,675	44,786	45,896	47,007	48,117	49,226	50,337

<sup>1</sup> = The normal qualifying period for in-grade movement between consecutive steps is one year up to step VII, starting with step VIII a two-year period at the preceding step is required, with the exception of the D-1 and D-2 levels. For the D-1 level a two-year period at the preceding step is required starting with step V. For the D-2 level all steps are biennial.

<sup>2</sup> Pay protection measure, also referred to as PP1 or PP2, is applicable to staff whose salary levels before conversion were higher than those at the maximum steps of their grade on the unified salary scale.

		(PP1) <sup>2/</sup>	(PP2) <sup>2/</sup>
P-4 Gross	119,547	121,806	
P-4 Net	93,183	94,764	
P-3 Gross	99,670	101,730	
P-3 Net	79,249	80,711	
P-2 Gross	80,041		
P-2 Net	64,331		
P-1 Gross	63,088		
P-1 Net	51,447		

Source: United Nations  
Note: This scale is subject to the revisions by the UN from time to time



## Bangkok (Thailand)

General Service Category - Annual Salaries and Allowances  
(in Baht) a/

Effective 1 August 2010

Applicable only to eligible staff already on board prior to 1 March 2012

Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV b/
1-A	(Gross)	310310	334150	351990	369830	387670	405510	423350	441190	459020	476860	494700	512540	530380	548220
	(Gross Pens.)	316300	334330	352370	367830	385880	403900	421940	439980	458040	476080	494110	512150	530190	548240
	(Total Net)	256210	270660	285110	299560	314010	328460	342910	357360	371810	386260	400710	415160	429610	444060
	(Net Pens.)	256210	270660	285110	299560	314010	328460	342910	357360	371810	386260	400710	415160	429610	444060
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1-B	(Gross)	414070	437890	461700	485520	509330	533160	556980	580790	604600	628410	652220	676040	701290	726340
	(Gross Pens.)	414060	437870	461690	485510	509320	533150	556970	580780	604590	628400	652210	676030	699880	723690
	(Total Net)	335400	354690	373980	393270	412560	431850	451140	470430	489720	509010	528300	547590	566880	586170
	(Net Pens.)	335400	354690	373980	393270	412560	431850	451140	470430	489720	509010	528300	547590	566880	586170
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	(Gross)	546700	578120	609540	640960	672380	705440	738500	771550	804600	837650	870700	903760	936810	969860
	(Gross Pens.)	546630	578060	609490	640920	672360	703790	735220	766650	798090	829530	860970	892410	923850	955290
	(Total Net)	442830	468280	493730	519180	544630	570080	595530	620980	646430	671880	697330	722780	748230	773680
	(Net Pens.)	442830	468280	493730	519180	544630	570080	595530	620980	646430	671880	697330	722780	748230	773680
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	(Gross)	712680	756650	798630	841600	884570	927550	970520	1013500	1056470	1099440	1142420	1185390	1228370	1271340
	(Gross Pens.)	710630	751490	792340	833210	874060	914920	955780	996640	1037500	1078340	1119210	1160070	1200930	1241780
	(Total Net)	575650	608740	641830	674920	708010	741100	774190	807280	840370	873460	906550	939640	972730	1005820
	(Net Pens.)	575650	608740	641830	674920	708010	741100	774190	807280	840370	873460	906550	939640	972730	1005820
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	(Gross)	933050	988730	1044410	1100080	1155760	1211430	1267110	1322780	1378460	1437770	1495700	1553640	1611570	1669500
	(Gross Pens.)	920230	973170	1026070	1078990	1131900	1184810	1237750	1290650	1343570	1396470	1449400	1502320	1556510	1612170
	(Total Net)	745340	788210	831080	873950	916820	959690	1002560	1045430	1088300	1131170	1174040	1216910	1259780	1302650
	(Net Pens.)	745340	788210	831080	873950	916820	959690	1002560	1045430	1088300	1131170	1174040	1216910	1259780	1302650
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	(Gross)	1184770	1254910	1325050	1397260	1470240	1543230	1616220	1689200	1762190	1835180	1908160	1981150	2056980	2135130
	(Gross Pens.)	1159570	1226220	1292890	1359560	1426220	1492890	1561050	1631190	1701320	1771430	1841570	1911700	1981810	2051950
	(Total Net)	939160	993170	1047180	1101190	1155200	1209210	1263220	1317230	1371240	1425250	1479260	1533270	1587280	1641290
	(Net Pens.)	939160	993170	1047180	1101190	1155200	1209210	1263220	1317230	1371240	1425250	1479260	1533270	1587280	1641290
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	(Gross)	1401890	1562890	1673890	1784890	1895890	1946890	2039430	2137030	2234620	2332220	2429810	2527410	2625000	2722590
	(Gross Pens.)	1445910	1529060	1616440	1703890	1791360	1878820	1966280	2053740	2141190	2228650	2316100	2403560	2491030	2578490
	(Total Net)	1171220	1238560	1305900	1373240	1440580	1507920	1575260	1642600	1709940	1777280	1844620	1911960	1979300	2046640
	(Net Pens.)	1171220	1238560	1305900	1373240	1440580	1507920	1575260	1642600	1709940	1777280	1844620	1911960	1979300	2046640
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	(Gross)	1878430	1989550	2108910	2230230	2351550	2472870	2594190	2715510	2836830	2958140	3079460	3200780	3322100	3443420
	(Gross Pens.)	1811140	1919850	2028560	2137270	2245980	2354700	2463410	2572120	2680830	2789520	2898230	3006940	3117880	
	(Total Net)	1455780	1539490	1623200	1706910	1790620	1874330	1958040	2041750	2125460	2209170	2292880	2376590	2460300	
	(Net Pens.)	1455780	1539490	1623200	1706910	1790620	1874330	1958040	2041750	2125460	2209170	2292880	2376590	2460300	
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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Jun-15

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Source: United Nations

Note: This scale is subject to the revisions by the UN from time to time

**Education grant entitlements applicable  
in cases where educational expenses are incurred in currencies stated below**

(Effective as from the school year in progress on 1 January 2011)

Currency	(1) <i>Maximum amount admissible educational expenses and maximum grant for disabled children</i>	(2) <i>Maximum education grant</i>	(3) <i>Normal flat rate when boarding not provided</i>	(4) <i>Additional flat rate for boarding (at designated duty stations)</i>	(5) <i>Maximum grant for staff members serving at designated duty stations</i>	(6) <i>Calculation for maximum admissible educational expenses (attendance only)</i>
<b>Euro</b>						
Austria	18 240	13 680	3 882	5 824	19 504	13 064
<del>Belgium<sup>a</sup></del>	16 014	12 011	3 647	5 470	17 481	11 151
<del>France<sup>b</sup></del>	11 497	8 623	3 127	4 691	13 314	7 328
Germany	20 130	15 098	4 322	6 484	21 582	14 367
Ireland	17 045	12 784	3 147	4 721	17 505	12 849
Italy	21 601	16 201	3 223	4 836	21 037	17 304
Netherlands	18 037	13 528	3 993	5 990	19 518	12 713
Spain	17 153	12 864	3 198	4 797	17 661	12 889
Danish krone	122 525	91 894	28 089	42 134	134 028	85 073
Japanese yen	2 324 131	1 743 098	609 526	914 290	2 657 388	1 511 430
Swedish krona	157 950	118 462	26 219	39 328	157 790	122 991
Swiss franc	32 932	24 699	5 540	8 310	33 009	25 545
Pound sterling	25 864	19 398	3 821	5 731	25 129	20 769
United States dollar (in the United States of <del>America</del> <sup>c</sup> )	45 586	34 190	6 265	9 399	43 589	37 233
United States dollar (outside the United States of America)	21 428	16 071	3 823	5 735	21 806	16 331

<sup>a</sup> Except for the following schools, where the United States dollar (in the United States) level will be applied: ~~the International School of Brussels, the British School of Brussels and St. John's International School.~~

<sup>b</sup> Except for the following schools, where the United States dollar (in the United States) level will be applied: ~~American School of Paris, American University of Paris, British School of Paris, European Management School of Lyon, International School of Paris, Marymount School of Paris, École Active Bilingue Victor Hugo and École Active Bilingue Jeannine Manuel.~~

<sup>c</sup> Also applies, as a special measure, for China, Hungary, Indonesia, the Russian Federation and Thailand; the American Cooperative School in Tunis (Tunisia); and the American International School of Johannesburg (South Africa).

### Dependency and Secondary Dependency Allowances

**A. Applicable to staff in Professional and Higher Categories in Bangkok.  
Effective 1 January 2011**

	US\$ net per year	US\$ net per month
I. Dependent Child	2,929	244
II. Secondary Dependency Allowances	1,025	85

**B. Applicable to staff in the General Service Category in Bangkok.  
Effective 1 August 2010**

	Thai Baht net per year	Thai Baht net per month
I. Dependent Spouse	6,000	500
II. Dependent Child	35,004	2,917

Source: United Nations

Note: The figures are subject to the revisions of the UN from time to time.

**REGULATIONS OF THE ASIA-PACIFIC TELECOMMUNITY'S  
CONTRIBUTORY PROVIDENT FUND**

1. The Contributory Provident Fund (CPF) Scheme of the Asia-Pacific Telecommunity is to provide benefits for the Staff of the Telecommunity on their retirement or on separation from the organization.
2. Every member of the Staff except those on short-term appointments (becomes a participant in the Fund upon commencing employment under an appointment by the Telecommunity for one year or more.
3. Contribution at the rate of 7.9 percent of his CPF remuneration by the participant and 15.8 percent of his CPF remuneration by the Telecommunity shall be payable to the Fund from the date of employment of the participant till the date of his separation from the Telecommunity.
4. A fixed deposit account will be opened in favour of each participant and the contributions shall be deposited in his account on every pay day. Interest accrued on the Fund and the deposit during the year shall be made known to the participant in the form of a statement in January every year. On separation of the participant from the Telecommunity, the entire amount of deposit in the account of the participant shall be paid to him in lump sum except in the following cases;
  - a. If the participant is summarily dismissed from the service of the Telecommunity on disciplinary grounds; in such a case the participant may receive only the contribution made by him to the Fund if the Secretary General so decides;
  - b. If the participant resigns before the expiry of his term of appointment; in such a case, the Secretary General may allow him to draw the entire amount of deposit in his account provided there is compelling circumstances for such resignation. Otherwise the participant would receive only the contribution made by him plus the interest accrued on his contribution.
  - c. If a participant is removed from the services of the Telecommunity due to reduction of Staff or any other reasons, except as described in a) above, the participant shall receive, on removal, the entire amount of deposit in his account at the time of his removal.
5. In the case of death of a participant during his tenure of service with the Telecommunity his legal heirs will receive the entire amount of deposit in his CPF account on the date of his death.
6. In the case of International recruits the CPF account will be maintained in US\$ and in the case of locally recruited staff, the account will be maintained in Thai Baht.
7. If a participant is on leave without pay, no contribution will be made by the Telecommunity for the period of such leave.
8. The Secretary General may frame rules for the operation of the CPF benefits, but the rules so framed should not be contrary to the provisions of these Regulations and all other instruments of the Telecommunity.

**PENSIONABLE REMUNERATION FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES**  
(in United States dollars)

**Effective 1 February 2013**

Level	STEPS														
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
<b>USG</b>	301,443														
<b>ASG</b>	278,617														
<b>D-2</b>	231,676	236,943	242,208	247,468	252,732	257,995									
<b>D-1</b>	210,577	214,896	219,215	223,524	227,842	232,374	237,003	241,629	246,248						
<b>P-5</b>	175,226	178,897	182,568	186,245	189,915	193,588	197,258	200,934	204,605	208,278	211,951	215,632	219,569		
<b>P-4</b>	143,031	146,571	150,103	153,637	157,180	160,711	164,248	167,788	171,321	174,854	178,387	181,935	185,465	189,002	192,540
<b>P-3</b>	117,554	120,559	123,558	126,554	129,559	132,557	135,557	138,562	141,702	144,985	148,264	151,543	154,825	158,104	161,384
<b>P-2</b>	96,441	99,131	101,810	104,495	107,179	109,862	112,545	115,226	117,913	120,597	123,276	125,962			
<b>P-1</b>	75,099	77,684	80,261	82,838	85,419	87,995	90,580	93,155	95,735	98,313					

Source: United Nations

Note: This scale is subject to the revision of the UN from time to time

**STAFF MEMBER'S CONTRIBUTION AND SUBSIDIES**  
**BY THE TELECOMMUNITY (In percentage)**

GRADE	STAFF MEMBER		SPOUSE		EACH CHILD	
	CONT.	SUBS.	CONT.	SUBS.	CONT.	SUBS.
G 1	20	80	17	83	18.33	81.67
G 2	26.67	73.33	23	77	28.33	71.67
G 3	34.17	65.83	29.50	70.50	37.50	62.50
G 4	41.67	58.33	37	63	45	55
G 5	46.67	53.33	43	57	53.33	46.67
G 6	53.33	46.67	49	51	58.33	41.67
G 7	60	40	56	44	63.33	36.67
P 1	75	25	64	36	83.33	16.67
P 2	80.	20	71	29	86.67	13.33
P 3	86.67	13.33	78	22	90	10
P 4	92.50	7.50	84	16	93.33	6.67
P5	98.33	1.67	90	10	96.67	3.33
D-UP	100	0	96	4	96.67	3.33

Source: United Nations

**RULES GOVERNING COMPENSATION IN THE EVENT OF DEATH, INJURY OR ILLNESS ATTRIBUTABLE TO THE PERFORMANCE OF OFFICIAL DUTIES ON BEHALF OF THE ASIA-PACIFIC TELECOMMUNITY**

**Section I. Applicability**

**Article 1. Applicability**

- (a) These rules shall apply to all staff members of APT including the Secretary General and Deputy Secretary General except as provided in paragraph b) of this article. In the case of Secretary General the discretionary decisions will be taken by the Chairman of the Management Committee.
- (b) These rules shall not apply to interns nor to persons under contract with the APT by special service agreement unless otherwise expressly provided by the terms of their appointments.

**Section II. Principles of award and general provisions**

**Article 2. Principles of award**

The following principles and definitions shall govern the operation of these rules:

- (a) Compensation shall be awarded in the event of death, injury or illness of a staff member which is attributable to the performance of official duties on behalf of the APT, except that no compensation shall be awarded when such death, injury or illness has been occasioned by :
  - i) The wilful misconduct of any such staff member; or
  - ii) Any such staff member's wilful intent to bring about the death, injury or illness of himself or another;
- (b) Without restricting the generality of paragraph a), death, injury or illness of a staff member shall be deemed to be attributable to the performance of official duties on behalf of the APT in the absence of any wilful misconduct or wilful intent when:
  - i) The death, injury or illness resulted as a natural incident or performing official duties on behalf of the APT; or
  - ii) The death, injury or illness was directly due to the presence of the staff member, in accordance with an assignment by the APT, in an area involving special hazards to the staff member's health or security, and occurred as the result of such hazards; or

- iii) The death, injury or illness occurred as a direct result of travelling by means of transportation furnished by or at the expense or direction of the APT in connection with the performance of official duties; provided that the provisions of this sub-paragraph shall not extend to private motor vehicle transportation sanctioned or authorized by the APT solely on the request and for the convenience of the staff member;
- (c) Compensation with respect to a child shall be paid until the end of the month in which the child reaches eighteen years of age; provided that if the child is in full-time attendance at a school or university (or similar educational institution) or is totally disabled, compensation shall be continued until the end of the month in which the child reaches twenty-one years. The Secretary General may extend these age limits in the case of a child whose disability is total and where failure to grant an extension would work a severe hardship;
- (d) "Dependants" shall mean and include only: a wife, dependent husband, dependent child, dependent parent, dependent brother or dependent sister, who is entitled to a dependency allowance under Regulation 3.11;
- (e) "C.P.F. remuneration" shall have the meaning assigned thereto under Regulation 3.11 of the APT's Staff Regulations and Staff Rules.

### **Article 3. Sole Compensation**

The compensation payable under these rules shall be the sole compensation to which any staff member or his dependants shall be entitled in respect of any claim falling within the provisions of these rules.

### **Article 4. Relation to benefits under the APT's Contributory Provident Fund**

Compensation awarded under these rules is intended to supplement benefits awarded under the Regulations of the C.P.F in Annex 6 of the Staff Regulations.

### **Article 5. Relation to non-APT compensation Payments or entitlements**

In determining the amount of compensation under these rules, the Secretary General may take into account any compensation payment or benefits under governmental, institutional or industrial schemes for which the staff member or his dependants may qualify; provided that this article shall not operate to reduce compensation payments under these rules below the level prescribed therein. No account shall be taken in determining the amount of compensation of commercial insurance carried by the staff member and of which he or his dependants may be the beneficiaries.

## **Article 6. Claims against third parties**

- (a) If a death, injury or illness for which compensation may be awarded under these rules is caused in circumstances which, in the opinion of the Secretary General, create a legal liability in a third person to pay damages therefor, either to the staff member or to another person who is entitled to compensation under these rules in respect of the death, injury or illness, the Secretary General may, as a condition to granting such compensation, require the member of the staff or such person to assign to the APT any right of action to enforce such liability, or to participate with the APT in prosecuting such action;
- (b) The staff member or such person shall furnish the APT with such data and evidence as may be available to him for prosecuting such action and render the APT all other assistance which may be required for prosecuting such action. The staff member or such person shall not settle any claim or action against such third person without the consent of the APT, but the APT shall be entitled to settle or require the staff member or such person to settle any claim or action against such third person upon such terms as seem reasonable to the APT;
- (c) If the staff member or such person, or the staff member or such person and the APT prosecute to judgement or settle any claim against such third person or make any settlement of such claim, the proceeds derived therefrom shall be used i) to defray the costs of the suit or settlement, including reasonable attorney fees, and ii) to reimburse the APT for any compensation including expenses of medical services provided under these rules with respect to the death, injury or illness. The balance, if any, shall be paid over to the staff member or such person and the APT liability under these rules shall to the extent be reduced.

## **Article 7. Non-assignment**

A person who may be entitled to compensation under these rules may not assign his rights under these rules to another person.

## **Article 8. Minors**

All awards of compensation required to be made to minors under these rules shall be paid to or for the benefits of such minors. The Secretary General may require the appointment of a guardian in any such case.

## **Article 9. Reopening of cases**

The Secretary General, on his own initiative or upon the request of a person entitled to or claiming to be entitled to compensation under these rules, may reopen any case under these rules, and may, where the circumstances so warrant, amend in accordance with these rules any previous award with respect to future payments.

## **Section III. Compensation payments**

### **Article 10. Death**

In the event of the death of a staff member, which is attributable to the performance of official duties on behalf of the APT, the following provisions shall apply:

#### Article 10.1

In addition to any compensation payable under article 10.2, the APT shall pay:

- (a) A reasonable amount for the preparation of the remains and funeral expenses:
- (b) The expenses of return transportation of the deceased staff member and his dependants either:
  - i) To the place where the Organization would have had an obligation to return the staff member on separation; or
  - ii) In cases where the staff member was serving on an official assignment away from his duty station at the date of his death, to the place of his official duty station; or
  - iii) To another place provided that the maximum expense borne by the APT shall not exceed the amount under sub- paragraph i);
- (c) All reasonable medical, hospital and directly related costs.

#### Article 10.2

- (a) The APT shall pay to the deceased staff member's widow and/or other dependants the compensation specified hereunder, provided that the total annual compensation so payable shall not exceed two-thirds of the final C.P.F. remuneration of the staff member plus the annual dependency allowances to which he was entitled at the date of his death;

- (b) There shall be paid to the deceased staff member's widow (or disabled widower) an annual compensation until death or re-marriage equal to two-fifths of the staff member's final annual C.P.F. remuneration, provided that:
- i) If the amount so calculated is less than US\$ 2,200 per annum, it shall be increased to either US\$2,200 per annum or to twice amount first calculated, whichever is the smaller;
  - ii) If the deceased staff member leaves more than one widow, the annual compensation payable under this paragraph shall be divided equally among the widows. Upon the death or re-marriage of one such widow, her share shall be divided among the remainder;
  - iii) Upon re-marriage of the widow (or widower in receipt of compensation under this paragraph) a lump sum equivalent to two year's compensation under this paragraph shall be paid to her (or him) except in cases where compensation was paid under Article 10.2 b) ii);
- (c) There shall be paid to each unmarried child of the deceased staff member, during such time as he or she qualifies for a child's compensation under article 2 c) the following annual compensation:
- i) If there is a surviving widow or widower of the staff member, an annual compensation equal to one-third of the compensation which would have been payable to the staff member under article 11.1 (c) had he been totally incapacitated, provided that the compensation for each child shall not be less than US\$300 per annum and shall not exceed US\$1,000 per annum and that the total compensation payable in respect of the children of one staff member not exceed US\$3,000 per annum;
  - ii) If, or at such time as, there is no surviving widow or widower of the staff member, the annual child's compensation under article 10.2 (c) i) shall be increased by an amount equivalent to one-half of the widow's compensation under Article 10.2 b) where there is only one child qualifying for compensation, and by the full amount of the widow's compensation under Article 10.2 b) where there are two or more children qualifying for compensation, provided always that the total children's compensation payable under this provision shall be divided in equal shares among all the children entitled, and shall be recalculated at such times as any one of such children ceases to qualify under Article 2 c);
- (d) If there is no surviving widow, widower or child of the deceased staff member to whom compensation is payable under Article 10.2 b) or c) but the staff member is survived by a dependent mother or father or brother or sister in respect of whom a dependency allowance was being paid at the date of the death of the staff member, then subject to the provision of Article 10.2 f), annual compensation shall be payable as follows:

- i) A dependent mother or dependent father shall receive a widow's compensation in the same amount and subject to the same conditions as provided for under Article 10.2 b), except only that in the event of the remarriage of the dependent mother or father, the Secretary General may, if he deems fit, continue the payment of the compensation;
  - ii) A dependent brother or dependent sister shall receive, during such time as he or she is a child within the meaning of Article 2 c), a child's compensation in the same amount and subject to the same conditions as provided for under Article 10.2 c) i);
- (e) Where the annual compensation payable under the preceding provisions of Article 10.2 is less than two-thirds of the staff member's final annual C.P.F. remuneration, plus the dependency allowances which were paid by the APT at the cessation of the staff member's employment, and the staff member had other dependants (as defined in Article 2 d) at the date of his death in respect of who no compensation is payable under the preceding provisions of Article 10.2, then subject to the provision of Article 10.2 f), such dependants may be awarded a lump-sum payment, the amount of which shall be determined by the Secretary General and shall not exceed the equivalent of twice the staff member's final annual C.P.F. remuneration of US\$10,000 whichever is smaller. Where two or more dependants qualify under this sub-paragraph, the Secretary General may allocate compensation between them in such manner as appears to him fair and equitable;
- (f) Where a dependent parent or dependent brother or dependent sister is awarded compensation under Article 10.2 d), and an additional parent or one or more additional dependent brother and/or dependent sisters are awarded compensation under Article 10.2 e), the total compensation so awarded under both paragraphs, when added together (on the basis of such conversion tables as may be established by the Secretary General for this purpose), shall be subject to the maximum limitation set out in Article 10.2 a) above, and may, if the Secretary General so decides, be divided between the dependants to whom such compensation is payable in such manner as he deems fair and equitable, and in the form of either annual or lump-sum payments.

### **Article 11. Injury or illness**

In the event of an injury or illness of a staff member, which is attributable to the performance of official duties on behalf of the APT, the following provisions shall apply:

## Article 11.1

In the case of injury or illness resulting in disability which is determined by the Secretary General to be total.

- (a) The APT shall pay all reasonable medical, hospital and directly related costs;
- (b) Without prejudice to the staff member's entitlements under other provisions of the Staff Regulations and Rules, the salary and allowances which the staff member was receiving at the date on which he last attended at duty shall continue to be paid to the staff member until either:
  - i) He returns to duty; or
  - ii) If, by reason of his disability, he does not return to duty, then until the date of the termination of his appointment or the expiry of one calendar year from the first day of absence resulting from the injury or illness, whichever is the later, provided, however, that if the staff member dies before the expiry of such period, the payments shall cease on the date of death;
- (c) Immediately following the date on which salary and allowances cease to be payable under the Staff Regulations and Rules applicable, including paragraph b) of this article, and for the duration of the staff member's total disability, he shall receive annual compensation payments equivalent to two-thirds of his final C.P.F. remuneration plus one-third of such annual rate in respect of each unmarried child of the staff member qualifying under article 2 c), subject always to the successive application of the three limitations set out below:
  - i) Payments in respect of each such child shall not be less than US\$300 per annum and shall not exceed US\$1,000 per annum and the total compensation payable in respect of the children of one staff member shall not exceed US\$3,000 per annum;
  - ii) The total annual compensation payments under article 11.1 c) shall not be less than the smaller of the following two amounts:

The C.P.F. remuneration applicable to the salary level of GS1, step 1, or its equivalent in the General Service category at the last permanent duty station of the staff member, plus US\$300 per each of his dependants in respect of whom a dependency allowance was payable; or The maximum amount specified in article 11.1 c) iii);
  - iii) The total annual compensation payments under article 11.1 c) shall not exceed the amount of the final annual C.P.F. remuneration of the staff member plus the annual dependency allowances to which he was entitled at the date of the cessation of his employment.

## Article 11.2

In the case of injury or illness resulting in disability which is determined by the Secretary General to be partial:

- (a) The APT shall pay all reasonable medical, hospital and directly related costs, whether or not the staff member remains in the employment of the APT:
- (b) The provisions of article 11.1 b) shall apply:
  - i) During such time as the staff member is incapacitated by the injury or illness from the performance of his official duties; and
  - ii) Whenever the disability of the staff member results in the termination of his appointment on the ground that he is for reasons of health incapacitated for further service;
- (c) Where, as a result of his partial disability, a staff member who remains in the employment of the APT is reassigned to a post at a lower salary level than that which he held prior to the injury or illness;
  - i. Compensation shall be paid at an annual rate equal to two-thirds of the difference between his gross salary rate before reassignment and the gross salary rate at which he is reassigned. This compensation shall be added to the latter gross salary, and the whole shall be subject to staff assessment under Staff Regulation 3.1, and shall be included in the salary element of C.P.F. remuneration under Staff Rule 3.15;
  - ii. The payment of compensation under article 11.2 c) shall not affect the salary increments applicable to the lower salary level at which the staff member is reassigned, provided, however, that where the amount of the salary, including increments, payable to the staff member subsequently rises to an amount which, when added to the compensation payable under article 11.2 c) i), exceeds the level of salary, including increments, which the staff member would have received had he remained in the grade which he held at the time of the injury or illness, then the Secretary General may make appropriate reduction or reductions in the compensation payable;

## Article 11.3

- (a) In the case of injury or illness resulting in permanent disfigurement or permanent loss of a member or function, there shall be paid to the staff member a lump-sum, the amount of which shall be determined by the Secretary General on the basis of the schedule set out in paragraph c) below, and in accordance with the principles of assessment set out in paragraph d) below, and applying, where necessary, proportionate and corresponding amounts in those cases of permanent disfigurement or loss of member or function not specifically referred to in the schedule;

- (b) The payment of lump-sum compensation under paragraph a) shall be made in addition to any other compensation payable under article 11, whether or not the staff member remains in the employment of the APT, and whether or not the permanent disfigurement or loss of member or function affects the staff member's earning capacity;
- (c) SCHEDULE (PERMANENT DISFIGUREMENT OR PERMANENT LOSS OF MEMBER OR FUNCTION)

<i>Loss or total loss of use</i>	<i>Amount</i>
(i) Both arms or both hands, or both legs or both feet, or sight of both eyes	Twice the annual amount of the pensionable remuneration at grade P-4, step V
(ii) Arm (at shoulder)	60% of (i)
(at or below elbow)	57% of (i)
(iii) Hand (at or below wrist)	54% of (i)
(iv) Thumb	22% of (i)
(v) Fingers	
First (index)	14% of (i)
Second (middle)	11% of (i)
Third (ring)	5% of (i)
Fourth (little)	3% of (i)
(vi) Leg (with short thigh stump)	40% of (i)
(at or below knee)	36% of (i)
Foot (at or below ankle)	28% of (i)
Great toe	5% of (i)
any other toe	1% of (i)
Loss of sight, one eye	24% of (i)
Loss of hearing,	35% of (i)

In the case of General Service personnel, manual workers and locally recruited mission personnel whose salaries or wages are fixed in accordance with Staff Regulations 3.1, appropriate adjustments in the amounts of compensation provided for in this schedule may be made by the Secretary General, taking into account the proportion which the staff members' salary or wage bears to Headquarters rates;

- (d) Compensation under the immediately preceding provisions shall be determined in accordance with the following principle of assessment, where these are applicable:
  - i) The assessment for the loss, or loss of use, of two or more digits, or of one or more phalanxes of each of two or more digits, of a hand or foot, shall be proportioned to the loss of the use of the hand or foot occasioned thereby;
  - ii) The assessment of permanent total loss of use of a member shall be the same as for the loss of the member;
  - iii) The assessment for permanent partial loss, or loss of use, of a member shall be proportionate to the degree of loss or loss of use of the member;

#### Article 11.4

Notwithstanding any other provisions of Article 11, the Secretary General may award additional compensation as follows:

- (a) Where the injury or illness of a staff member has resulted in total disability of such a nature that the staff member is obliged to depend, for his essential personal needs, on the attendance of another person, either constantly or occasionally, and such attendance entails expense, additional compensation may be paid, in such amount as may be determined by the Secretary General, not exceeding the reasonable cost of such attendance;
- (b) In any case of permanent partial disability, where the staff member's earning capacity has been affected by an injury or illness attributable to the performance of official duties on behalf of the APT, an additional allowance may be authorized, in such amount as may be determined by the Secretary General, to assist in financing the cost of an appropriate course of vocational rehabilitation approved in advance by the Secretary General.

#### Article 11.5

In any case where annual compensation has been awarded under article 11.2, the Secretary General may, if the staff member agrees, commute all or part of the annual compensation award to a lump-sum payment which is the actuarial equivalent of such award, using conversion tables established by the Secretary General for this purpose.

## **Section IV. Administration and procedures**

### **Article 12. Time limit for entering claims**

Claim for compensation under these rules shall be submitted within four months of the death of the staff member or the injury or onset of the illness; provided, however, that in exceptional circumstances the Secretary General may accept for consideration a claim made at a later date.

### **Article 13. Type and degree of disability**

The determination of the injury or illness and of the type and degree of disability shall be made on the basis of reports obtained from a qualified medical practitioner or practitioners.

### **Article 14. Medical examination**

The Secretary General may require the medical examination of any person claiming or in receipt of a compensation for injury or illness under these rules. In case of refusal or failure of a claimant or beneficiary to undergo such examination at such time or times as, in the opinion of the Secretary General, may be reasonably necessary, the Secretary General may bar the claimant or beneficiary from receiving compensation in full or in part.

### **Article 15. Documentary evidence**

Every person claiming under these rules or in receipt of a compensation under these rules shall furnish such documentary evidence as may be required by the Secretary General for the purpose of determination of entitlements under these rules.

In all matters above the Secretary General shall have the discretion if necessary in consultation with the Chair of the Management Committee.

Note: UN Common System will be referred to whenever it is necessary and the applicable rate will be revised from time to time.