



DECISION No DEC-6/ S.ex 29-VI/2017

**ADOPTING THE NEW TEXT OF THE STAFF REGULATIONS OF THE
INTERNATIONAL OLIVE COUNCIL**

**THE COUNCIL OF MEMBERS OF THE INTERNATIONAL OLIVE
COUNCIL,**

Having regard to the International Agreement on Olive Oil and Table Olives, 2015, in particular article 7(1)(c)(iii);

Having regard to the Staff Regulations of the International Olive Council adopted by Decision No DEC-14/94-V/2006 of 24 November 2006 and the successive amendments thereto, and in particular articles 49 and 50;

Whereas it is necessary to adapt the current Staff Regulations to the provisions of the new Agreement and to the requirements related to the reform of the institution;

Having regard to the conclusions of the working group for the review of the Rules of Procedure, the Financial Regulation, the Staff Regulations, and the Organisation Chart and Job Descriptions of the International Olive Council, established under Decision No DEC -12/24 S.ex.-V/2015 of 19 June 2015, and the work of the Administrative and Financial Affairs Committee of the Council of Members;

Whereas the Staff Committee and the Joint Committee have been duly consulted;

Whereas the draft Staff Regulations have been examined by the Administrative and Financial Affairs Committee;

DECIDES

1. The Staff Regulations of the International Olive Council (Doc. No COI-SP/2017-1) appended hereto shall be adopted.
2. This text shall enter into force on 1 April 2017

Madrid (Spain), 16 March 2017

Signed: M. Ammar Assabah
Chairperson of the International Olive Council

STAFF REGULATIONS

CHAPTER I

GENERAL PROVISIONS

Article 1: Scope and object

The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the Executive Secretariat of the International Olive Council. They represent the broad principles of human resources policy for the staffing and administration of the Executive Secretariat.

These Regulations shall apply to all the staff members of the Executive Secretariat. The provisions of these Regulations shall not be applicable to the Executive Director unless stated otherwise in his or her letter of appointment and in the Rules of Procedure.

Article 2: Definitions

For the purposes of these Staff Regulations:

- (a) staff member of the Executive Secretariat means the senior officials as defined in article 7, paragraph 4(c) of the Agreement and article 17, paragraph 2 of the Rules of Procedure and the other staff members as defined in article 7, paragraph 4(d) of the Agreement;
- (b) permanent staff member of the Executive Secretariat means any staff member of the Executive Secretariat whose letter of appointment does not state a time limit to the appointment;
- (c) non-permanent staff member of the Executive Secretariat means the senior officials and the staff engaged for a fixed term;
- (d) Administrative category means the set of posts for which the duties established in the post description referred to in article 19, paragraph 1 of the Rules of Procedure, entail management responsibilities;

(e) General Service category means the set of posts for which the duties established in the post description referred to in article 19, paragraph 1 of the Rules of Procedure entail service-providing responsibilities with respect to the Administrative category;

(f) dependent spouse means the spouse or stable non-marital partner whose pre-tax occupational earnings during the calendar year considered do not exceed the equivalent of the gross salary at the lowest step of grade 1 of the General Service category. If the period considered does not cover the calendar year in its entirety, the occupational earnings and reference salary shall be calculated in proportion to the period concerned;

(g) dependent child means the legitimate, natural or legally adopted child of the staff member of the Executive Secretariat or of his or her spouse or stable non-marital partner whom the staff member of the Executive Secretariat actually supports, provided that the child is under the age of 18 years, or, if the child is in regular, full-time attendance at an educational establishment, under the age of 26 years. This age limit shall not apply to a child that is incapacitated for gainful employment through permanent mental or physical disability or disability that is likely to become permanent;

(h) disabled child means a dependent child who is unable, by reason of physical or mental disability, to attend a normal educational establishment and therefore requires special teaching or training to prepare him or her for full integration into society or who, while attending a normal educational establishment, requires special teaching or training to assist him or her in overcoming the disability;

(i) secondary dependent means the father or mother in respect of whose support the staff member of the Executive Secretariat provides one half at least, and in any case at least twice the amount of the allowance payable under article 24 of these Regulations;

(j) medical adviser means the medical practitioner with whom the Executive Director has entered into a contract for the care of the Executive Secretariat;

(k) pensionable salary means the salary resulting from the application of the gross annual salary listed in the salary scale for the Administrative category and the senior officials (Annex I.1);

(l) pensionable salary means the salary resulting from the application of the gross annual salary listed in the salary scale for the staff in the General Service category (Annex I.2);

(m) length of service means the total period of time a staff member of the Executive Secretariat has been in continuous service, regardless of types of appointment.

(n) Official traineeship scheme means the scheme for the organisation of traineeships governed by an ad hoc procedure of the Executive Secretariat. Trainees on this scheme are not staff members of the Executive Secretariat.

CHAPTER II
DUTIES, OBLIGATIONS AND PRIVILEGES

Article 3: Status of staff members of the Executive Secretariat

1. Staff members are international civil servants. Their responsibilities as staff members are not national but exclusively international. By accepting appointment, they pledge to discharge their functions and regulate their conduct in accordance with the provisions of these Regulations and with the interests of the International Olive Council only in view. They shall carry out their duties in all integrity and shall serve in the post to which they are assigned in accordance with the instructions they receive and during the established hours of work.
2. The staff members of the Executive Secretariat shall conduct themselves at all times in such a manner as not to bring discredit on the International Olive Council.
3. The Executive Director shall ensure that the rights and duties of staff members, as set out in the Agreement, the Rules of Procedure and the Staff Regulations and in the relevant decisions of the Council of Members, are respected.
4. In the performance of their duties, the staff members of the Executive Secretariat shall neither seek nor accept instructions from any government or from any authority external to the International Olive Council.

Article 3(a): Outside employment and activities

1. The staff members of the Executive Secretariat may not be engaged in any gainful activity or be involved in any political activity or hold any employment outside the International Olive Council, either continuously or intermittently.
2. The staff members of the Executive Secretariat may not be actively associated with the management of, or hold a financial interest in, an industrial or commercial concern if it were possible for them to benefit from such association or financial interest by reason of their official position within the Executive Secretariat of the International Olive Council.

3. The mere holding of shares in a company shall not constitute a financial interest within the meaning of this article unless such holding constitutes a substantial control over company matters that may have a negative bearing on the service of the staff member of the Executive Secretariat at the International Olive Council.
4. A staff member of the Executive Secretariat invited, by reason of his or her functions at the International Olive Council, to participate in lectures, forums, films, radio or television productions, or to write articles or books for publication, shall not engage in such activities without the prior written approval of the Executive Director and may not accept any fees or cash payments for this purpose.
5. Any staff member of the Executive Secretariat 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 immediately report the fact to the Executive Director.

Article 4: Working week and public holidays

1. The working day of the staff members of the Executive Secretariat shall be calculated on the basis of 40 hours per week. The Executive Director shall set the hours of the working week and may authorise specific waivers in properly circumstantiated cases (part time, etc.).
2. The staff members of the Executive Secretariat shall be required to work beyond the normal tour of duty whenever the exigencies of service so require.
3. The official public holidays of the place of the headquarters, plus Olive Day (26 November), shall be considered public holidays.

Article 5: Use of information

The staff members of the Executive Secretariat shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person any information known to them by reason of their official position which has not been made public, except in the course of their duties or by authorisation of the Executive Director, nor shall they at any time use such information to private advantage. These obligations do not cease upon separation from service.

When information which has not been made public is known to the staff members of the Executive Secretariat and may affect the functioning, reputation or interests of the International Olive Council, they shall report thereon to the Executive Director or, where appropriate, to the Council of Members, who shall take the appropriate measures.

Article 6: Honours, decorations, favours, gifts or remuneration

Staff members of the Executive Secretariat shall not accept any honour, decoration, favour, gift or remuneration from any government or from any other source external to the International Olive Council. However, if refusal would cause embarrassment to the Organisation, they may request the Executive Director for authorisation to accept it. The Executive Director shall report such cases to the Council of Members, which shall decide either to retain it for the Organisation or arrange for its disposal for the benefit of the Organisation for a charitable purpose.

Article 7: Privileges and immunities

The staff members of the Executive Secretariat shall enjoy the privileges and immunities referred to in the Headquarters Agreement between the International Olive Council and the Kingdom of Spain.

Article 8: Damages

The staff members of the Executive Secretariat may be required to make good, in whole or in part, any damage suffered by the International Olive Council as a result of serious misconduct on their part in the course of, or in connection with, the performance of their duties, without prejudice to other penalties or legal actions.

A reasoned decision shall be given by the Council of Members, in the case of the senior officials, and by the Executive Director, in the case of the other staff members, after observing the procedure laid down in regard to disciplinary matters.

CHAPTER III

RECRUITMENT

Article 9: Recruitment of staff members except senior officials

The paramount consideration in staff recruitment shall be to secure the services of persons displaying the highest standards of efficiency, competence and integrity.

Without prejudice to the need to draw on new competences at all levels, consideration should be given, when filling vacancies by means of a competition, to the qualifications and experience of the persons who already work in the Organisation.

In the case of recruitments in the Administrative category, due regard shall also be paid to the principles of proportionate alternation and geographical equilibrium set forth in article 7, paragraph 4(b) of the International Agreement.

1. The recruitment procedure shall specify, *inter alia*, that:

- Budget appropriations must be available for each recruitment.
- Vacancies must be published at least on the IOC website in the case of competitions.
- The term of the contract.
- An external recruitment agency may be hired to assist the Executive Secretariat with the selection of staff for Head of Unit posts. Subject to budgetary availability, the external recruitment agency may also be hired to assist the Executive Secretariat in the selection of other posts.

2. A notice shall be published inviting candidates to take part in the recruitment competition for the vacancy concerned. The notice shall describe, *inter alia*, the characteristics of the vacancy, which shall be established on the basis of the organisation chart and job descriptions to which reference is made in article 19 of the Rules of Procedure

3. The notice shall particularly specify that:

- Applicants must be nationals of one of the Member States of the International Olive Council
- Any candidates for posts in the Administrative category shall provide proof of a good command of English or French and have a good knowledge of at least one of

the other official languages of the International Olive Council. Knowledge of other languages shall be considered an asset. Candidates for posts in the General Service category shall show proof of such a command when the post so requires.

- Recruitment shall take place without distinction as to race, sex or religion.
- Successful candidates shall be required to complete a satisfactory medical examination to determine their fitness for service from a health point of view.

Candidates shall defray all expenses connected with any interviews or exams

Article 10 (deleted)

Article 11: Type of recruitment

1. Recruitment shall be on a local or international basis, thereby giving rise to a distinct administrative status of the staff member of the Executive Secretariat.

2. Administrative category candidates shall be considered to be locally recruited when they fulfil one of the following two conditions:

- They are nationals of the headquarters country.
- Upon recruitment, they have lived for at least one year without interruption in the headquarters country.

When candidates do not fulfil any of the conditions laid down in paragraph 2, they shall be considered to be internationally recruited.

3. Officials in the General Services category shall always be considered to be locally recruited.

CHAPTER IV
APPOINTMENT

Article 12: Information to be supplied by selected external candidates

For the purposes of their appointment, selected candidates shall supply the Executive Secretariat with whatever information is necessary to establish their administrative status, upon appointment, as laid down in article 11.

In addition to any documents the candidate in question might consider useful, the candidate shall provide:

- certificates of the education and experience indicated by the candidate in his or her application;
- a certificate of good behaviour or an equivalent document issued by the competent authority of the country of residence of the candidate and extending at least over the ten years preceding the date on which the application of the candidate was presented;
- if applicable, a marriage certificate or any other document proving the marital status and membership of the family of the candidate or a document proving the status of the non-marital partner of the staff member;
- a document issued by the competent authority of the country of residence providing evidence of the place of residence of the candidate during the year preceding the date on which the application of the candidate was presented;
- a document stating the nationality (one only) of the candidate for the purposes of recruitment;
- the name of the beneficiaries and contact persons in the event of death, which shall be provided in writing and ranked in the priority indicated by the candidate;
- a document stating the place with which the candidate has family or personal ties (town, country), in one of the Members of the International Olive Council, in the case of internationally recruited candidates, and the reasons justifying such choice.

Following the appointment of the candidate, any change in the indications listed above shall be notified immediately in writing to the Executive Director by the person concerned, along with the necessary reasons or evidence, for the purpose of requesting the update of the information concerned.

The Executive Director shall take into account such information, in whole or in part, on the basis of the reasons or evidence provided.

Article 13: Manner and duration of appointment

1. In accordance with the provisions of article 7, paragraph 4(d) of the Agreement and of article 17, paragraph 4 of the Rules of Procedure, the Executive Director shall appoint the staff members of the Executive Secretariat, with the exception of the senior officials.
2. Appointments shall be made by means of a letter of appointment. Such letter shall specify:
 - the post to which the candidate is appointed;
 - that the appointment is subject to the provisions of the existing Staff Regulations;
 - the type of recruitment (local or international) for the appointment;
 - the grade corresponding to the level and step of the candidate upon appointment;
 - the effective date of the appointment;
 - the length of the appointment, which shall be permanent in the case of existing staff and non-permanent in the case of staff recruited as of 1 January 2017
 - any other special condition.
3. Appointments shall be made after satisfactory completion of a medical examination.
4. The letter of appointment shall be accompanied by a copy of these Staff Regulations.
5. A fixed-term appointment shall not be considered definitive. Even following successful completion of the probationary period, staff members of the Executive Secretariat appointed in such a manner shall not be permanent staff members of the Executive Secretariat.
6. Recruitments shall be made for a maximum four-year contract, with the possibility of one or more prolongations for a maximum of four additional years.
7. When the maximum duration of recruitment referred to in paragraph 6 of this article is reached, a period of at least two years shall elapse before a former staff member may apply for a different post within the Organisation when a vacancy occurs and the pertinent selection process is initiated.
8. Staff members appointed to a post after a competitive examination may be transferred to another post corresponding to their grade under conditions established by the Executive Director. Posts are considered to have the same level of responsibility when the grade above both posts is the same. The post has a lower level of responsibility when the post

above is at a lower grade than the grade above the other post. In such cases, the staff member shall be required to accept the transfer.

9. Staff members of the Executive Secretariat who, following a competition, have not been appointed to a post included in the organisation chart may be appointed by the Executive Director to take up temporarily a vacant post provided for in the organisation chart of the Executive Secretariat.

Article 14: Probationary period. Confirmation of appointment

Staff members of the Executive Secretariat engaged for a fixed term shall complete a probationary period of eight months.

To this end, the Executive Secretariat shall draw up a probationary assessment procedure, in compliance with the provisions of article 24 of the Rules of Procedure, which shall comprise a report written at the expiry of the probationary period. Such report shall be written by the immediate superior of the staff member concerned of the Executive Secretariat and shall be signed by the senior official responsible for the area of activity of the staff member concerned.

The Executive Director may, however, extend the probationary period for a further period of not more than one year when circumstances so require, in the light of the professional or personal performance of the staff member of the Executive Secretariat during the probationary period, or as a result of a negative probationary period report.

CHAPTER V
CLASSIFICATION OF THE STAFF MEMBERS OF THE EXECUTIVE
SECRETARIAT

Article 15: Classification upon appointment

The staff members of the Executive Secretariat shall be classified, upon appointment, in the lowest step of the lowest grade that may be assigned to the post for which they are appointed, with a view to their inclusion in the organisation chart and post description established by the Executive Secretariat and approved by the Council of Members in accordance with the provisions of article 19, paragraph 1 of the Rules of Procedure.

Article 16: Classification during the professional career at the International Olive Council

Pursuant to the provisions of chapter VII, the staff members of the Executive Secretariat may be promoted to higher grades and may be entitled to step advancements, within the limits established for the post to which they are assigned in the organisation chart and post description established in accordance with the provisions of article 19, paragraph 1 of the Rules of Procedure.

The Executive Director may, without prejudice to the staff member concerned, require a staff member, as a normal part of his or her customary work, to assume temporarily the duties and responsibilities of another post, for a period not exceeding two years.

CHAPTER VI
SALARIES AND ALLOWANCES

Article 17: References for salaries and pay

1. The salaries of the staff members of the Executive Secretariat shall be those fixed by the post description referred to in rule 19, paragraph 1 of the Rules of Procedure for the post in the organisation chart assigned to each staff member of the Executive Secretariat.

2. The scales of gross and net salaries for each grade and step shall be those established in Annex I. A specific scale shall be established for each category:

- Administrative; and
- General Service.

When adopting the budget at its second regular session the Council of Members shall decide the adjustment, if any, to be made to these scales as of 1 January of the following year, taking into account, in particular, the annual variation in the cost of living in Madrid (reference period: from 1 October of the preceding year until 30 September of the ongoing year).

3. The pay of the staff members of the Executive Secretariat shall comprise, in addition to the net salary, such dependency allowances as are established in these Regulations.

Article 18: Deductions and contributions

The share of the contributions of the staff members of the Executive Secretariat to the Provident Fund and to the health insurance scheme shall be deducted from their pay for each pay period.

Deductions from salaries may be made for indebtedness created by the staff member of the Executive Secretariat vis-à-vis the International Olive Council or third parties, following authorisation therefor by the Executive Director.

Article 19: Grants, allowances and indemnities

The following grants, allowances and indemnities shall be paid in accordance with the provisions of these Regulations:

- Travel subsistence allowance.
- Installation grant.
- Special post allowance.
- Dependency allowance.
- Education grant.
- Home leave allowance.
- Termination indemnity.

Article 20: (deleted)

Article 21: Travel subsistence allowance

1. Any staff member of the Executive Secretariat who is authorised to travel on official business at the expense of the International Olive Council in accordance with article 42 shall be paid a subsistence allowance, for which the daily amount and countries of destination shall be established periodically by the Council of Members on the basis of those set by the European Union and stated in the procedure for the management of travel by officials. Except for the miscellaneous travel expenses on missions for which provision is made in article 45, any expenditure incurred in excess of the allowance shall be borne by the staff member of the Executive Secretariat.

2. Staff members of the Executive Secretariat on mission must declare any accommodation provided free of charge. In such cases, the pertinent provisions of the procedure for the management of travel by officials shall be applied, in particular section 2.2 thereof.

3. The allowance shall continue to be paid during any period of sick leave the staff member of the Executive Secretariat might be obliged to take on falling ill while on official travel until the end of the mission or pursuant to the provisions of article 47. If the staff member of the Executive Secretariat is hospitalised, only one-third of the daily rate of the allowance

shall be paid.

Article 22: Installation grant

Internationally recruited staff members of the Executive Secretariat shall be entitled to an installation grant in respect of themselves and of the persons mentioned in article 43, paragraph 3, first indent. Such grant shall be calculated on the basis of the travel subsistence allowances plus the amount of the ceiling fixed in the procedure for the management of travel by officials for accommodation expenses at the place of the headquarters and shall be equivalent to:

- thirty days for the staff member of the Executive Secretariat;
- fifteen days for the member(s) of the family in respect of whom the Council has paid travel expenses pursuant to these Regulations.

Article 23: Special post allowance

When, in accordance with the provisions of article 16, second paragraph, a staff member of the Executive Secretariat is called upon to assume, exceptionally and temporarily, and as a normal part of his or her customary work, the duties and responsibilities of a post for which the grade assigned by the post description referred to in article 19, paragraph 2 of the Rules of Procedure is higher than that of the staff member of the Executive Secretariat, the Executive Director shall grant, subject to budgetary availability, a special post allowance, the maximum amount of which shall be calculated as follows:

- As of the beginning of the fourth month of interim assignment until the sixth month, 25% of the difference between the salary he or she receives and that of the grade for the post being assumed temporarily.
- From the seventh to the twelfth month (included) of interim assignment, 50% of the difference between the salary he or she receives and that of the post being assumed temporarily.
- From the twelfth to the twenty-fourth month of interim assignment, 100% of the difference between the salary he or she receives and that of the post being assumed temporarily.

The interim period shall not exceed two years.

Such special post allowances shall not be taken into account when computing pay for the purposes of the Provident Fund.

Article 24: Dependency allowances

Upon application, accompanied by appropriate supporting proof, eligible staff members of the Executive Secretariat shall receive each month one twelfth of the annual amount fixed in Annex II for dependents.

1. Notwithstanding the provisions of the above paragraph:
 - (a) Dependency allowances shall only be paid for one single spouse or stable non-marital partner.
 - (b) Staff members of the Executive Secretariat belonging to the Administrative category and senior officials whose spouses or stable non-marital partners are not dependent but who have a dependent child, the staff member of the Executive Secretariat shall be paid, for the first dependent child, the allowance applicable to staff members of the Executive Secretariat belonging to this category who have a dependent spouse.
 - (c) No allowance shall be paid for a secondary dependent of staff members of the Executive Secretariat with a dependent spouse.
 - (d) No allowance shall be paid in respect of more than one secondary dependent.
 - (e) An allowance payable in respect of a dependent child shall be reduced by the amount of any benefit the staff member of the Executive Secretariat receives in respect of the same child from a source outside the International Olive Council.
 - (f) Where both parents are staff members of the Executive Secretariat, the allowance in respect of a dependent child shall be paid to only one of the staff members of the Executive Secretariat.

Article 25: Education grant

1. An education grant shall be paid upon the submission of a written claim by a staff member of the Executive Secretariat, accompanied by the corresponding invoices, which shall be duly itemised and settled. Where a staff member of the Executive Secretariat is married to another staff member of the Executive Secretariat, the education grant shall be paid once only.

2. 'Education expenses' shall mean exclusively annual enrolment fees and registration expenses, teaching expenses, examination charges and charges for the issue of official qualifications, compulsory books, school meals, school transport service, compulsory insurance and compulsory medical examinations.

Where, in the absence of an adequate establishment at the duty station, the dependent child of an internationally recruited staff member of the Executive Secretariat attends an educational establishment outside the duty station, the travel expenses of the child for one return journey once a year between the educational establishment and the duty station shall be considered education expenses and shall be dealt with in accordance with the provisions of article 43, paragraph 3, third indent within the limits established in Annex III. Such travel expenses shall not be reimbursed if the child attends the educational establishment outside the duty station for less than two-thirds of the school year. In no case shall the amount paid in this respect exceed the cost of the journey between the place with which the staff member concerned of the Executive Secretariat has family or personal ties and his or her duty station.

‘Education expenses’ shall not mean payments made in respect of school supplies, kits and uniforms, accommodation, other non-compulsory insurance, other medical examinations or donations or similar charges.

3. The amount of the education grant shall consist of the reimbursement of 75 per cent of the education expenses mentioned in paragraph 2 for each dependent child of the staff member of the Executive Secretariat, within the annual limit established in Annex III. In the case of disabled children specifically, 100 per cent of education expenses shall be reimbursed within the annual maximum limit specified for such grant in the same Annex.

4. Entitlement to the grant shall begin on the first day of the month of the beginning of the school year in which the child attends a primary school (six years old), and shall end on the last day of the month in which the child reaches the age of 26 years. The amount of the grant payable shall be adjusted to the proportion which the academic year bears to the period in which the dependent child reaches the age of 26 years.

5. In no case shall the education grant be paid for dependent children in respect of:

- attendance at a kindergarten;
- attendance at a free school or one charging only nominal fees;
- correspondence courses, except those which, in the opinion of the Executive Director, are the best available substitute for full-time attendance at an establishment of a type not available at the duty station;
- private tuition, except under circumstances and conditions defined by the Executive Director in view of language requirements and of the special problems deriving from expatriation;
- vocational training or apprenticeship which does not involve full-time schooling or in which the child receives payment for services rendered.

6. The education grant shall be settled according to the payments made by the staff members of the Executive Secretariat to the educational establishment attended by their dependent children.

7. The education grant shall be non-pensionable.

8. A staff member of the Executive Secretariat requesting an education grant for a disabled child shall be required to provide evidence that he or she has exhausted all the possibilities of benefits from sources outside the International Olive Council that may be available for the education and training of the child. If the staff member of the Executive Secretariat should receive other benefits from different sources, the amount of any such benefits shall be deducted from the education costs serving as the basis for computing such education grant.

Article 26: Home leave allowance

1. Upon the submission of a written request and subject to the prior authorisation of the Executive Director, internationally recruited staff members of the Executive Secretariat shall be entitled, in respect of themselves, their spouse or stable non-marital partner and their dependent children, to take 'home leave' at the expense of the International Olive Council once in every two years of qualifying service. If both husband and wife or stable non-marital partners are staff members of the Executive Secretariat of the International Olive Council, neither of the two shall be entitled to accrue credits towards travel expenses as a staff member of the Executive Secretariat and spouse or stable non-marital partner at the same time. In such cases the travel expenses of the dependent children shall be paid once every two years only.

2. The period of service referred to in paragraph 1 shall be at least two years from the date of the appointment of the staff member in question of the Executive Secretariat and two years from the date of departure for the most recent 'home leave'.

3. The place of home leave shall be the place with which the staff member of the Executive Secretariat has declared he or she has family or personal ties in accordance with article 12.

4. The period of 'home leave' shall be deducted from the annual leave of the staff member in question of the Executive Secretariat. However, every staff member concerned of the Executive Secretariat shall be entitled to two days' travel time.

5. Staff members of the Executive Secretariat who are authorised to travel on home leave shall be entitled to claim return travel expenses for themselves, their spouse or stable non-marital partner and their dependent children between the duty station and the place of destination for the purposes of such leave, in compliance with the provisions of article 43, paragraph 3, fourth indent.

6. The Executive Director may authorise those staff members of the Executive Secretariat who so request to travel in their own vehicle to the place with which they have family ties, on the terms laid down in article 44, paragraph 5. In such cases they shall be entitled to payment of the vehicle mileage allowance according to the direct distance, as well as of the motorway toll tickets and ferry expenses. The expenses for reimbursement shall be calculated irrespective of the number of persons travelling in the vehicle and provided they do not exceed the cost of the cheapest airfare.

Article 27: Termination indemnity

1. Without prejudice to the provisions of article 68, when the appointment of a permanent staff member of the Executive Secretariat is terminated pursuant to the provisions of article 57, paragraph 1 and article 58, such staff member shall be paid a separation grant, the amount of which shall be equal to one month's pay per year of service at the Executive Secretariat. If the length of service is less than one year no indemnity shall be paid.
2. The notice referred to in the articles mentioned in paragraph 1 may, on the initiative of the Executive Director, be replaced by the payment of the equivalent of the pay and the contribution of the International Olive Council to the Provident Fund for the period of notice.

Article 28: Overtime

1. The staff members of the Executive Secretariat shall work overtime when required to do so by the Executive Director or the Deputy Directors when pressure or urgency of work makes it so necessary.

Overtime shall be considered to be:

(a) Ordinary: Any time in excess of 40 hours per week, worked on a working day after 7.30 a.m. and before 10 p.m.

(b) Special: Any time worked on a Saturday, Sunday or on an official holiday, as well as any time worked between 10 p.m. and 7.30 a.m. on working days.

Compensation for overtime shall be granted to staff members of the Executive Secretariat who are classified in the General Service category as:

Compensatory time-off at the rate of:

- time-and-a-half per hour of ordinary overtime worked; and
 - double time per hour of special overtime worked.
2. Compensatory time-off for staff members of the Executive Secretariat classified in the General Service category shall be granted to the staff members of the Executive Secretariat as soon as the exigencies of service permit, and in any case within four weeks of working the overtime.
 3. Overtime shall be rounded up to the nearest half-hour. Any fractions of time less than one half-hour shall be disregarded. For the purpose of determining the number of hours worked in one week, any period of absence authorised in compliance with article 32 shall be counted as time worked, up to a maximum of one half-day.
 4. Upon the request of the person concerned, and subject to the prior approval of the Executive Director, staff members of the Executive Secretariat belonging to the Administrative category who have been required to work substantial, recurrent overtime may be granted compensatory time-off, the duration of which shall be established by the Executive Director.

CHAPTER VII

ASSESSMENT, ADVANCEMENT TO A HIGHER STEP AND PROMOTION

Article 29: Assessment of the staff members of the Executive Secretariat

1. The Executive Director shall, within the framework of the provisions referred to in article 24 of the Rules of Procedure, apply the procedure for the assessment of the staff members of the Executive Secretariat. Such procedure shall lead to the issue of an assessment report for each staff member of the Executive Secretariat, which shall take into consideration the following elements and shall state whether or not the performance level of the staff member has been satisfactory:

- The profile and conditions required (education, experience, training, skills) for the post in question as defined in the post description referred to in article 19 of the Rules of Procedure.
- The objectives laid down for the post in question for the year of assessment.
- The post environment (in particular the size of the unit, frequency of travel, availability of work, specific work requirements).
- The extent to which the objectives set have been attained.
- The contribution of the staff member of the Executive Secretariat under assessment to other activities.
- The professional development, during the period of assessment, of the staff member of the Executive Secretariat under assessment; and
- A rating summary with the comments of the assessor and including the score assigned to the staff member of the Executive Secretariat under assessment for :
 - job efficiency;
 - professional skills; and
 - conduct

2. The assessment procedure established in accordance with paragraph 1 shall likewise refer to:

- the methods of consultation applicable when the staff member of the Executive Secretariat under assessment contests the assessment and/or rating, including appeal to the Joint Committee by the staff member;
- the establishment, by the assessors, of assessment criteria which are as objective and uniform as possible;

- within the limits established by the post description referred to in article 19, paragraph 1 of the Rules of Procedure, the application of the policy for the granting of promotion to a higher grade and/or advancement to a higher step according to the available budget funds and to the rating of the staff members of the Executive Secretariat.
2. The assessment and rating shall be carried out as follows:
 - For the staff members of the Executive Secretariat other than the senior officials an assessment report shall be drawn up, which shall be signed by the immediate superior of the staff member and approved by the Executive Director as the indirect superior.
 - In the case of the senior officials, the assessment report shall be drawn up by the Executive Director and approved by the Council of Members.
 3. Such assessment shall take place once every calendar year. The assessment and the rating shall be communicated to the staff members who shall be entitled to make any comments thereon they consider relevant. The staff member shall receive a copy of his or her assessment report once it has been signed by both parties.
 4. The yearly objectives for each post shall be agreed once every calendar year by the immediate superior and the staff member of the Executive Secretariat who is to be assessed.

Article 30: Advancement to a higher step

1. Provided that their services are satisfactory according to the annual assessment report referred to in article 29, paragraph 1, and the necessary appropriations have been earmarked in the budget adopted by the Council of Members, the staff members of the Executive Secretariat may be advanced one step each year in conformity with the assessment and promotion policy. The repetitive annual advancement of an official must be justified by exceptional performance.
2. When a staff member has been in the last step of their grade for two years, they may be awarded a grade promotion as part of their professional career in accordance with the policy referred to in paragraph 1 and within the limits established in article 19 of the Rules of Procedure. In such cases, the staff member shall be placed in the new grade in the step corresponding to the salary immediately above the salary he or she received prior to promotion.

3. Staff members of the Executive Secretariat whose service comes to an end in the month during which they would normally be awarded the step advancement shall not be entitled thereto.
4. The period for the purpose of step advancements shall be from 1 January to 31 December and shall be applied to those staff members of the Executive Secretariat who have completed at least one year of service.
5. The step advancement awarded to a staff member of the Executive Secretariat shall be payable from the first day of the month in which the staff member of the Executive Secretariat completed the qualifying period of service.

Article 31: Salary of promoted staff members of the Executive Secretariat

1. Pursuant to the promotion award policy established in accordance with the provisions of article 29, paragraph 2, the staff members of the Executive Secretariat may, within the limits established in the post description provided for in article 19, paragraph 1 of the Rules of Procedure, be promoted to the next highest grade on the basis of their merits, taking into account:
 - their rating for the preceding assessment period;
 - increased responsibilities or functions carried out during the assessment period in question; and
 - available budget funds.
2. A staff member of the Executive Secretariat who is promoted to a higher grade on the basis of merit shall be placed in the new grade in the step corresponding to the salary immediately above the salary he or she received prior to promotion.

CHAPTER VIII

LEAVE

Article 32: Authorisation for leave and absence

1. All leave shall be granted by the Executive Director, or by the person to whom he or she delegates, after being authorised by the immediate superior bearing in mind the exigencies of service.
2. Except in the event of illness or accident, any absence of a staff member must be authorised beforehand by the Executive Director, or by the person to whom he or she delegates.
3. Any unauthorised absence caused by illness or accident must be notified as soon as possible and within 48 hours at the latest and justified in accordance with article 35 of these Staff Regulations.
4. Any unauthorised absence for other important reasons must be notified and justified within 48 hours. If the staff member fails to comply with this requirement, he or she may be liable to the disciplinary measures laid down in these Staff Regulations.
5. At the end of the fourth day of unauthorised absence at the latest, the immediate superiors of the staff member concerned shall report the matter to the official in charge of staff affairs who shall then contact the staff member by telephone or any other appropriate means. If this should prove unsuccessful, the official in charge of staff affairs shall send a written notification to the last known address of the staff member requesting him or her to return to duty or to give a plausible explanation for their absence. In the event of illness, the official in charge of staff affairs shall draw the attention of the staff member to the provisions of article 35 of these Staff Regulations.
6. Any unauthorised, unnotified absence for seven consecutive days or more, without justification, shall be considered as dereliction of duty and the service of the person concerned shall be deemed to have ceased on the first day of absence.

Without prejudice to the disciplinary measures liable to be applied, the salary and allowances or additional moneys corresponding to the period of absence of the staff member of the Executive Secretariat shall be deducted from his or her pay.

If, however, on the basis of sufficient supporting proof, the absence is due to circumstances outside the control of the staff member of the Executive Secretariat, the days of absence shall be deducted from his or her annual leave.

Article 33: Annual leave

1. All staff members of the Executive Secretariat shall be entitled to 30 working days of annual leave per year of service or to the proportional part thereof.
2. Any days of annual leave not taken during the calendar year may be carried forward to the next year, up to a maximum of five working days.
3. Where a staff member is recalled to duty for service reasons while on annual leave or has had authorised leave cancelled, any costs incurred by him or her shall be reimbursed, subject to production of appropriate evidence, and travelling time shall be granted afresh.
4. All staff members of the Executive Secretariat shall, upon separation from service, have used up their annual leave. They shall not be entitled to any compensation for accumulated annual leave at the time of leaving service.
5. A staff member may, in exceptional circumstances, be granted advance annual leave up to a maximum of 10 working days, provided that his or her service is expected to continue for a period beyond that necessary to accrue the leave so advanced.

Article 34: Special leave

1. Special leave without pay for a period of not more than one year may be granted, upon request, to the staff members of the Executive Secretariat.
2. Continuity of service shall not be considered broken by periods of special leave. However, staff members shall not accrue service credits towards sick, annual and home leave, annual salary increments, seniority and termination indemnity during periods of special leave with partial pay or without pay exceeding one month.
3. During special leave without pay, payment of the contributions to the Provident Fund and of the insurance coverage described in article 37 shall be suspended unless the staff

member of the Executive Secretariat notifies in writing that he or she intends to defray the full amount of such contributions and insurance coverage, except if a staff member requests special leave on health grounds after having used up the sick leave provided for in article 35.

4. At the request of the staff members of the Executive Secretariat, and upon the authorisation of the Executive Director, special leave with full pay shall be granted to staff members of the Executive Secretariat for:
 - five working days in the event of their marriage;
 - five working days in the event of the serious illness or death of the spouse or stable non-marital partner or a child;
 - three working days in the event of the birth or marriage of a child, the serious illness or death of a member of their immediate family or a serious family emergency;
 - two working days in the event of a change of residence;
 - sixteen weeks in the event of the adoption of a child and twenty weeks in the event of the adoption of a disabled child
 - one working day per year for special pressing matters

Such request shall be accompanied subsequently by appropriate proof. Internationally recruited staff members of the Executive Secretariat and staff members who have to travel outside the headquarters location shall be entitled to one additional working day in respect of travel time for each of the situations described in this paragraph.

Article 35: Sick leave

1. Absence from duty due to illness or accident must be reported by staff members of the Executive Secretariat to their immediate superior as soon as possible.
 - a. Uncertified sick leave

A staff member shall be entitled to sick leave of not more than three consecutive working days, and of not more than a total of seven working days in any calendar year, without submitting an incapacity certificate signed by a duly qualified medical practitioner.

b. Certified sick leave

If the absence extends over more than three consecutive working days, or the period of a total of seven working days of sick leave in any calendar year is exceeded, the staff member of the Executive Secretariat shall furnish a medical certificate specifying why he or she is absent from duty and providing an estimate of the duration of the absence. Such medical certificate may be transmitted to the medical adviser of the Organisation for confirmation. If the medical adviser considers the staff member of the Executive Secretariat is able to perform his or her duties, the Executive Director may decide that the staff member of the Executive Secretariat shall not be entitled to sick leave. The person concerned may appeal against this decision.

2. The medical certificate mentioned in paragraph 1 shall be issued by a medical practitioner from the list of medical insurance companies recognised by the International Olive Council, from the Spanish National Health system or by the medical adviser of the Executive Secretariat or a duly qualified medical practitioner when the illness occurs outside Spain. The certificate shall be re-issued as follows depending on the estimated length of the illness:
 - Short (5–30 days): on the 7th day at the latest and every 14 days thereafter;
 - Average (31–60 days): on the 7th day at the latest and every 28 days thereafter;
 - Long (: > 61 days): on the 147th day at the latest and every 35 days thereafter.
3. A staff member of the Executive Secretariat who falls ill for more than three consecutive working days while on annual or home leave may be granted sick leave provided he or she produces a medical certificate, which shall be endorsed by the medical adviser, upon return to duty. In such cases, sick leave shall be extended by the duration of his or her incapacity duly supported by the medical certificate.
4. The maximum entitlement to certified sick leave of the staff members of the Executive Secretariat shall be determined by the nature and duration of their appointment in accordance with the following provisions:
 - Staff members of the Executive Secretariat whose length of service is less than four years shall be entitled to sick leave of up to two months on full pay and two months on half pay in any period of twelve consecutive months.
 - Permanent staff members of the Executive Secretariat and staff members of the Executive Secretariat whose length of service is four years or more shall be entitled to sick leave of up to nine months at the most on full pay, which shall be increased to twelve months in the event of serious illness, and nine months on half pay in any period of four consecutive years. The list of illnesses considered

to be serious shall be fixed by the Council of Members. The medical adviser of the IOC shall have to express an opinion on the case of each person concerned with a view to applying the twelve-month rule.

No pay shall be granted beyond the periods referred to above. By way of derogation from the preceding provisions, in the event of illness during pregnancy, the staff member concerned of the Executive Secretariat shall receive full pay irrespective of the duration of the illness, the length of service and the administrative status of the person concerned.

5. When the Executive Director considers, on the basis of sufficient reasons or evidence, that a staff member of the Executive Secretariat who is on sick leave is able to perform his or her duties, the extension of sick leave may be refused in order to terminate the leave granted. If the staff member of the Executive Secretariat does not accept this decision, the question shall be put before a medical board made up of:
 - a medical practitioner chosen by the staff member of the Executive Secretariat;
 - the medical adviser of the Executive Secretariat; and
 - a third medical practitioner chosen by joint agreement of the above two.
6. Entitlement to sick leave shall expire on the date of separation from service of the staff member of the Executive Secretariat.

Article 36: Maternity and paternity leave

1. All female staff members of the Executive Secretariat shall be entitled to maternity leave with full pay.
2. Maternity leave shall extend for a period of sixteen weeks from the time it is granted, at least six weeks of which shall be after confinement. If, in special circumstances caused by delayed confinement, the total duration of maternity leave is in excess of sixteen weeks, such leave shall be granted. The staff member concerned may, however, return to duty if she so requests.
3. Upon the request of the person concerned, maternity leave may commence six weeks prior to the expected date of confinement subject to presentation of a certificate of a gynaecologist specifying such date. Such leave may, however, commence two weeks at the latest before the expected date of confinement, if the person concerned so requests and furnishes an appropriate certificate from the gynaecologist.
4. In the case of multiple or premature birth or the birth of a child with a disability or serious illness, the duration shall be 24 weeks. Premature birth for the purposes of this provision is a birth taking place before the end of the 34th week of pregnancy.

5. Sick leave additional to maternity leave shall not be granted for maternity cases, except where serious, properly circumstantiated complications arise.
6. Subject to conditions established by the Executive Director, a staff member shall be entitled to paternity leave in accordance with the following provisions:
 - (i) The leave shall be granted for a total period of up to four weeks.
 - (ii) The leave may be taken either continuously or in separate periods during the year following the birth of the child, provided that it is completed during that year and within the duration of the contract;
 - (iii) The staff member shall receive paternity leave with full pay for the entire duration of his absence.
7. The staff member concerned shall be entitled to a one-hour reduction of her working hours per day for breast feeding until the child is six months old. Such reduction shall be agreed upon with her superior.

CHAPTER IX

SOCIAL SECURITY

Article 37: Insurance

1. The International Olive Council shall take out the following for the staff members of the Executive Secretariat:
 - Life insurance to cover the risk of death and disability of the staff members of the Executive Secretariat. Supplementary accident insurance (death or disability).
 - Health insurance for the staff members of the Executive Secretariat and their dependents.
2. The premiums for the life and accident insurance schemes (death and disability) shall be borne by the Organisation. The premiums in respect of the health insurance scheme shall be borne in the amount of 75 per cent by the International Olive Council and of 25 per cent by the staff members of the Executive Secretariat.

Article 38: Annual medical examination

The Executive Secretariat shall ensure that the staff members of the Executive Secretariat undergo a medical examination once a year. The cost of such examination shall be borne by the Executive Secretariat.

Article 39: Provident Fund

1. After the probationary period, all the staff members of the Executive Secretariat shall participate in the Provident Fund. The Fund shall consist of:
 - a contribution equal to 7.9 per cent of the ‘pensionable salary’, to be made by the International Olive Council, for the senior officials and staff members in the Administrative and General Services categories
 - a contribution equal to 7.9 per cent of the ‘pensionable salary’ to be made by the senior officials and staff members in the Administrative and General Services categories
 - the interest accrued on the funds paid in respect of the above contributions.
2. The payment of the contributions to the Provident Fund shall be made monthly by each staff member of the Executive Secretariat, by deduction from his or her salary, until the last day of the month of the staff member’s employment. In June of each year, the total amount of the annual contributions of the International Olive Council and of the staff members of the Executive Secretariat shall be paid into the Provident Fund by the Executive Secretariat.
3. The staff members of the Executive Secretariat shall receive the amount they are due from the Provident Fund upon their separation from service for any reason.
4. The administration and control of the Fund shall be the responsibility of the Executive Director who shall inform each staff member of the Executive Secretariat of the moneys paid into this fund on paying them their salaries.

Article 40: Action by the International Olive Council in the event of death

1. In the event of the death of a staff member of the Executive Secretariat, the Executive Director shall take pertinent measures in regard to the beneficiaries designated by the staff member in question of the Executive Secretariat in accordance with article 12.

2. The beneficiaries shall receive all the amounts due by virtue of these Staff Regulations, including the amounts guaranteed in respect of the Provident Fund and the various indemnities and sums due under the insurance scheme that is taken out.
3. In the event of the death of the spouse or stable non-marital partner or of the dependent children, the Executive Director shall endeavour to ensure the implementation, where appropriate, of the provisions of the following article and to make such adaptations as are appropriate to the administrative status of the staff member of the Executive Secretariat.

Article 41: Repatriation of decedents

1. Upon the death of a staff member of the Executive Secretariat or of his or her spouse or stable non-marital partner or of a dependent child while in approved travel, the Executive Secretariat shall, upon the written request of the survivor, pay the expenses of the repatriation of the body from the place of death to:
 - the duty station, in the case of locally recruited staff members of the Executive Secretariat; or to
 - the place declared by the staff member of the Executive Secretariat, in compliance with article 12, as being the place with which he or she had family or personal ties, in the case of an internationally recruited staff member of the Executive Secretariat, or of his or her spouse or stable non-marital partner or dependent child or children.
2. If an internationally recruited staff member of the Executive Secretariat, or his or her spouse or stable non-marital partner or dependent child or children should die at the duty station, the International Olive Council shall, upon the written request of the staff member concerned of the Executive Secretariat or of his or her spouse or stable non-marital partner or dependent child or children, pay the expenses of the repatriation of the body from the place of death to the place declared by the staff member in question of the Executive Secretariat as being the place with which he or she had family or personal ties.
3. In the cases referred to in the preceding paragraphs the Executive Secretariat shall, in addition, reimburse the costs of the following upon presentation of the corresponding invoices:
 - Preparation of the body; or
 - Local interment or cremation.

CHAPTER X**TRAVEL EXPENSES AND REMOVAL EXPENSES****Article 42: Authorisation for travel**

Before any travel defrayed by the International Olive Council is undertaken it shall be authorised in writing by the Executive Director. Staff members of the Executive Secretariat shall be personally responsible for making sure they have authorisation before beginning travel.

Article 43: Travel expenses

1. The conditions in which missions shall be undertaken, in particular as regards routes, travel expenses, accommodation expenses, the daily subsistence allowances mentioned in article 21, accommodation and the duration of missions are laid down in the procedure for the management of travel by officials.

The travel expenses incurred while a staff member of the Executive Secretariat is on official authorised travel which shall be covered by the International Olive Council under these Regulations shall comprise:

- transportation expenses (amount of ticket);
 - the daily subsistence allowance referred to in article 21;
 - accommodation expenses;
 - the other necessary expenses mentioned in article 45 or the procedure for the management of travel by officials, duly justified and authorised by the Executive Director prior to departure, incurred during authorised travel on a mission by a staff member of the Executive Secretariat.
2. The Executive Secretariat shall, within the framework of the provisions of article 24 of the Rules of Procedure, likewise draw up an ad hoc internal procedure for the defrayal of the travel expenses of staff members of the Executive Secretariat and, where appropriate, of their spouse or stable non-marital partner and dependent children according to the provisions of these Regulations (travel upon initial appointment, travel for the purposes of home leave, travel of dependent children between the educational establishment and the duty station, return travel upon separation from service).
 3. Upon written, reasoned request, supported after travel by the tickets used (including boarding cards), the International Olive Council shall provide tickets for:

- internationally recruited staff members of the Executive Secretariat, their spouse or stable non-marital partner and dependent children, on initial appointment, from their place of residence at the time of recruitment, and on separation from service, to the place which the staff member of the Executive Secretariat declared, upon appointment, as being the place with which he or she has family or personal ties, provided the staff member of the Executive Secretariat has completed not less than one year of continuous service at the International Olive Council, or less if his or her services are terminated by the International Olive Council;
 - staff members of the Executive Secretariat exclusively, when travelling on a mission authorised by the Executive Director;
 - the dependent children of a staff member of the Executive Secretariat under the provisions referred to in article 25, paragraph 2;
 - internationally recruited staff members of the Executive Secretariat, their spouse or stable non-marital partner and dependent children on home leave to the place which the staff member of the Executive Secretariat declared, upon appointment, as being the place with which he or she has family or personal ties.
4. Notwithstanding the provisions of the paragraphs above, the travel expenses referred to in paragraph 2 shall not be covered by the Executive Secretariat when:
- a staff member of the Executive Secretariat resigns before completing one year of service, such expenses not being covered for that staff member, or for his or her spouse or stable non-marital partner or dependent children unless the Executive Director is satisfied, on the basis of a written, reasoned request submitted by the staff member concerned of the Executive Secretariat, that there are compelling reasons for doing so;
 - in the case of the separation from service of an internationally recruited staff member of the Executive Secretariat, the return travel of that staff member and, where applicable, of his or her spouse or stable non-marital partner and dependent children, is not undertaken within six months of the date of separation from service.
5. Independently of the provisions of article 25, the travel expenses referred to in paragraph 2 shall be reimbursed, upon written request of the person concerned accompanied by any necessary supporting proof, upon completion of the authorised travel.
6. When the supporting proof of travel expenses (ticket and boarding cards, invoices for other expenses) or, if such proof is lost, any document providing sufficient evidence that the travel or expenses concerned actually took place, is not submitted to the competent Service of the Executive Secretariat by the person concerned within one month at the most of completing the travel, the amounts corresponding to the travel expenses referred to in paragraph 2 shall not be reimbursed or shall be deducted from the pay, grants or allowances payable to the staff member of the Executive Secretariat.

Article 44: Route, mode and standard of travel

1. In all instances of authorised travel, the most direct and economical route, and the mode and standard of transportation, shall be approved in advance by the Executive Director in conformity with the terms specified in the the procedure for the management of travel by officials.
2. Staff members of the Executive Secretariat who wish to make other arrangements for personal convenience must obtain permission to do so in advance and pay all additional costs.

Article 45: Miscellaneous travel expenses on missions

1. The expenses listed below shall be considered miscellaneous travel expenses on missions which are not included in the daily subsistence allowance:
 - Transfer of authorised baggage and parcels by railway or by messenger service.
 - Hire of room for official use.
 - Engagement of staff or rental of computer equipment.
 - Transportation or storage of baggage or property used on behalf of the International Olive Council.
 - Other duly authorised expenses.
2. Such expenses shall, to the extent practicable, be authorised in advance by the Executive Director and shall be reimbursed by the Executive Secretariat after completion of travel upon the request of the person concerned provided he or she explains in a report the necessity and nature of such expenses and provides appropriate supporting proof.

Article 46: Advances for travel on missions

Staff members of the Executive Secretariat authorised to travel may submit a written request for a reasonable advance of funds against the estimated reimbursable expenses when such expenses are in excess of €1 000. An advance of funds shall be considered reasonable if not more than 80 per cent of estimated reimbursable expenditure.

Article 47: Illness or accident during travel

If a staff member of the Executive Secretariat falls ill or is injured while on authorised travel, the Council shall cover the expenses entailed by his or her:

- return to the duty station, in the event of serious illness or physical injury;
- medical and hospital expenses, in other cases not covered by other arrangements.

To this end, the Executive Secretariat shall, within the framework of the provisions of article 37, ensure that insurance is taken out providing sufficient coverage of such risks.

Article 48: Removal expenses

1. The International Olive Council shall, upon written request of the person concerned, reimburse the expenses in connection with the removal of the household goods and personal effects of an internationally recruited staff member of the Executive Secretariat in the following circumstances:

- On appointment, from his or her place of residence at the time of recruitment or from the place declared as being the place with which he or she has family or personal ties.
- On separation from service, from the duty station of the person concerned to the place declared as being the place with which he or she has family or personal ties, provided he or she has completed not less than two years of continuous service, or less if his or her services are terminated by the International Olive Council.

The household goods and personal effects transported shall be the property of the staff member concerned of the Executive Secretariat and shall be exclusively for his or her own use. Payment of removal expenses from a place other than those specified may be authorised by the Executive Director in exceptional cases, on such terms and conditions as the Executive Director deems appropriate.

2. The expenses in connection with the removal of the household goods and personal effects of the staff member of the Executive Secretariat shall be reimbursed on the following conditions:

- The maximum volume, inclusive of packing, crates and lift vans, in respect of which removal expenses shall be covered by the International Olive Council shall be 30.6 cubic metres in the case of a single staff member of the Executive Secretariat, and 51 cubic metres in the case of staff members of the Executive Secretariat with one or

more dependents residing with them. If the latter staff members of the Executive Secretariat present evidence that their necessary household goods and personal effects exceed a volume of 51 cubic metres, a contribution of the International Olive Council of not more than 50 per cent of the removal expenses of the additional volume may be granted upon the request of the person concerned and subject to a written, reasoned decision of the Executive Director.

- The only storage charges covered shall be those directly incidental to transportation expenses.
 - Costs of packing, crating, cartage, unpacking and uncrating shall be allowed for shipments within the limits of authorised volume. Costs of servicing of appliances, dismantling or installation of fixtures or special packing shall not be covered.
 - The cost of insurance in transit of household goods and personal effects, excluding insurance of any articles of value for which special rates of premium are charged, shall likewise be covered. The maximum insurance valuation shall be €40,000 for a single staff member of the Executive Secretariat and €65,000 for a staff member of the Executive Secretariat with dependents. The valuation shall undergo prior review and approval by the Executive Director. The International Olive Council shall in no case be responsible for loss or damage.
3. The written request of the staff member concerned of the Executive Secretariat referred to in paragraph 1 shall include the submission of three estimates of removal expenses from independent firms with no connections between each other. The Executive Director shall, on the basis of this request, choose the removals firm and shall issue written authorisation for the removal to take place.
4. The written authorisation of the Executive Director for the purposes of reimbursing removal expenses shall not be granted if:
- proof of the actual transportation of the household goods and personal effects of the staff member concerned of the Executive Secretariat is not provided by that person within one month of the date of completion of the removal;
 - the request is submitted by a staff member of the Executive Secretariat who resigns before completing two years of service;
 - upon appointment, the services which the person concerned is to provide at the International Olive Council are not expected to continue for more than six months beyond the proposed date of arrival of the households goods and personal effects;
 - the removal request is submitted by the person concerned after six months of the date of appointment or of the date of effective separation from service; or
 - the person concerned is applied the penalty of summary dismissal in accordance with the provisions of articles 51 and 54.

CHAPTER XI

STAFF RELATIONS

Article 49: Staff Committee

The Staff Committee shall represent the interests of the staff members of the Executive Secretariat to the Executive Director.

The rules of procedure of the Staff Committee shall be adopted by approval of not less than two-thirds of the staff members of the Executive Secretariat and shall be submitted to the Council of Members for approval.

The Staff Committee shall designate two representatives corresponding to the two categories to sit on the Joint Committee. Responsibility for staff affairs shall be incompatible with membership of the Staff Committee.

The Staff Committee shall be consulted by the Executive Director on draft amendments of the Staff Regulations. The committee shall have a period of 15 days to frame its observations, which shall be presented to the Council of Members.

The staff members on the Staff Committee shall be required to inform their superiors in advance of the time table of their meetings.

Article 50: Joint Committee

1. A Joint Committee shall be established with a view to submitting to the Executive Director:

- Any comments or grievances regarding:
 - the staff assessment procedure;
 - specific cases of complaint in regard to the rating issued to a staff member or staff members of the Executive Secretariat;
 - specific cases in regard to a recruitment, with a view to lodging complaints on the grounds of non-compliance with article 9;
 - any decision or draft decision which has or could have implications for the statutory situation of the staff;
 - any case connected with these Regulations.
- A report on any disciplinary measure envisaged with regard to a staff member of

the Executive Secretariat.

2. The Executive Director must consult the Joint Committee:
 - on disciplinary matters prior to the application of a penalty as well as on matters in regard to appeals;
 - on any decision or draft decision of the Executive Director which has or could have implications for the statutory situation of the staff.
3. The Joint Committee shall be appointed for one year, which may be renewed, and shall consist of the following membership:
 - a chairperson chosen by the staff from a list of five persons proposed by the Executive Director;
 - two staff members of the Executive Secretariat designated by the Executive Director; and
 - two staff members of the Executive Secretariat designated by the Staff Committee.

CHAPTER XII
DISCIPLINARY MEASURES

Article 51: Misconduct by staff members of the Executive Secretariat; penalties

1. Failure by a staff member of the Executive Secretariat to comply with his or her obligations, in particular those established by the Rules of Procedure and by these Regulations, whether intentionally or through negligence, shall make him or her liable to disciplinary action.

2. The following disciplinary action may be taken in proportion to the seriousness of the case:

- Written warning
- Written reprimand
- Deferment of advancement to one higher step
- Relegation in step
- Downgrading
- Dismissal
- Summary dismissal

3. A single case of misconduct shall not give rise to more than one disciplinary action.

4. The Executive Director shall, after consulting the Staff Committee, draw up a “disciplinary procedure” within the scope of the provisions laid down in article 24 of the Rules of Procedure. Such “disciplinary procedure” shall enable the staff member concerned of the Executive Secretariat to obtain his or her full individual dossier, to have a copy of all the procedural documents, to be given fifteen days at least to prepare his or her defence before any decision is taken, and to be heard before any action.

5. The “disciplinary procedure” thus established shall be submitted to the Council of Members for approval.

Article 52: Written warning

1. A written warning may be issued to a staff member of the Executive Secretariat by his or her immediate superior or by the Executive Director without consulting the Joint Committee.
2. The warning shall not be considered a disciplinary measure and shall not be included in the personal file of the staff member concerned of the Executive Secretariat.

Article 53: Written reprimand

1. The Executive Director may, either on the recommendation of the immediate superior of the person concerned or on his or her own initiative, issue a written reprimand to a staff member of the Executive Secretariat without consulting the Joint Committee.
2. Three months after issuing the reprimand, the Executive Director shall ask the immediate superior to submit a report on the conduct of the person concerned following the reprimand. Such report shall be given to the staff member concerned of the Executive Secretariat who shall return it, after appending his or her initials thereto, together with any comments he or she might wish to make.
3. The written reprimand and ensuing report shall be included in the personal file of the staff member concerned of the Executive Secretariat.

Article 54: Serious misconduct

1. Where an allegation of serious misconduct is made against a staff member of the Executive Secretariat, except for the senior officials, by the Executive Director, where appropriate after consulting the immediate superior of the staff member concerned of the Executive Secretariat, the Executive Director shall inform the Joint Committee thereon in a report, which shall clearly set out the facts of complaint.
2. The Joint Committee shall, acting in accordance with the procedure referred to in article 51, paragraph 4, issue a reasoned majority opinion within three months on the action which it considers should be taken on the facts of complaint, and shall transmit such opinion to the Executive Director and to the staff member concerned of the Executive Secretariat.

3. The Executive Director shall take a decision within not more than one month. The staff member concerned of the Executive Secretariat shall be heard by the Executive Director before such action is taken.

4. If the action taken is dismissal, the staff member of the Executive Secretariat who is being dismissed shall be given three months' notice. The Executive Director may grant the staff member concerned of the Executive Secretariat an indemnity amounting to not more than half of the indemnity provided for in article 27 of these Regulations.

Article 55: Serious misconduct of senior officials

Where senior officials are concerned, the Council of Members shall take such measures as it deems appropriate.

Article 56: Suspension from duties

If a staff member of the Executive Secretariat, except for the senior officials, is reproached for serious misconduct the Executive Director may order the suspension of the person concerned, with or without pay, while the case is investigated. Such measure shall be issued without prejudice to the rights of the person concerned. Suspension shall not be considered a disciplinary measure.

CHAPTER XIII
SEPARATION FROM SERVICE

Article 57: Termination

1. Without prejudice to the penalties of dismissal, with or without notice, applied to staff members of the Executive Secretariat in accordance with the provisions of articles 51 and 54, the Executive Director may, indicating the reasons therefor in writing, terminate the appointment of a staff member of the Executive Secretariat except for the senior officials, after having heard the person concerned, if the necessities of service require the abolition of the post or a reduction of staff or as a result of the dissolution of the Organisation.

If it is necessary to terminate appointments because the necessities of service require the abolition of a post or a reduction of staff entailing the abolition of posts, due regard shall be paid to competence, efficiency, conduct during service, length of service and the criterion of geographical distribution.

2. The Executive Director may, in the same conditions as provided for in paragraph 1, first subparagraph, also terminate an appointment owing to incompetence or if facts anterior to the appointment of the person concerned and relevant to his or her suitability come to light which, if they had been known at the time of appointment, should have precluded appointment. The Executive Director may, however, in proportion to the seriousness of the incompetence, assign the staff member concerned of the Executive Secretariat to a lower graded post, with the corresponding pay adjustments.

3. The staff member concerned of the Executive Secretariat shall be given written notification of the date of separation from service with three months' notice.

4. Where the senior officials are concerned, the Executive Director shall propose the corresponding measures to the Council of Members. The Council of Members may itself, however, apply the provisions of this article.

5. These provisions shall not be applied to staff members of the Executive Secretariat during a period of pregnancy, if applicable, until the end of maternity leave.

Article 58: Separation from service for reasons of health

1. The Executive Director may also, indicating the reasons therefor in writing, terminate the appointment of a staff member of the Executive Secretariat, except the senior officials, if:

- the medical adviser of the Executive Secretariat and the qualified medical practitioner treating the staff member of the Executive Secretariat certify by mutual agreement that the health of the staff member of the Executive Secretariat no longer allows him or her to perform his or her duties satisfactorily during the remaining period of service;
 - a lengthy illness renders the staff member incapacitated for further service and he or she has used up all the sick leave to which he or she is entitled, on the joint recommendation of the medical adviser and of the qualified medical practitioner treating the staff member of the Executive Secretariat.
2. Any staff member of the Executive Secretariat who is dismissed pursuant to the first indent of paragraph 1 shall receive an amount equal to the amount they would have received during any sick leave to which they may still be entitled
3. Paragraphs 3–5 of the preceding article shall be applicable *mutatis mutandis*.

Article 59: Resignation

Separation from service initiated by a staff member of the Executive Secretariat shall be a resignation. Staff members of the Executive Secretariat may hand in their resignation by giving the Executive Director three months' written notice thereof, if they hold a permanent post, and thirty days' notice if they hold a fixed-term appointment. The Executive Director, and where applicable the Council of Members, may, however, accept resignations on shorter notice.

Article 60: Age of retirement

Staff members of the Executive Secretariat shall cease to hold office at the end of the last day of the month in which they reach the age of 60.

Article 61: Expiry of appointment

Fixed-term appointments shall expire automatically and without indemnity on the expiry date specified in the letter of appointment, even if on this date the staff member is beyond the age of retirement. In the event of having reached or gone beyond the age of retirement, the renewal of the contract shall no longer be possible.

Article 61 bis: Exceptional cases

In the case of permanent staff members, without prejudice to the provisions of article 13, paragraph 6, and except in the case of Deputy Directors, the Executive Director may propose to the Council of Members to extend the date on which an official ceases to hold office, or of expiry of appointment, for a maximum period of one year, while the recruitment procedure of a new candidate to the post of the official in question is finalised, provided that the official in question accepts said extension.

Article 62: Last day for pay purposes

When a staff member of the Executive Secretariat is separated from service, the date on which entitlement to pay shall cease shall be determined according to the following provisions:

- Upon retirement, the date shall be the last day of the month in which the staff member of the Executive Secretariat retires in accordance with article 61.
- Upon resignation, the date shall be the date of expiry of the notice period.
- Upon termination or dismissal, the date shall be the date specified in the notice of separation from service.
- In the case of summary dismissal, the date shall be the date of dismissal.
- In the case of death, the date shall be the date of death. If, however, the staff member of the Executive Secretariat leaves one or more dependents, the date shall be determined in accordance with the following schedule:

Years of service	Months of extension beyond date of death
3 years or less	3 months
4	4
5	5
6	6
7	7
8	8
9 or more	9

Payment related to the period of extension beyond the date of death may be made in a lump sum as soon as the pay accounts and related matters can be closed.

Article 63: Certificate of service

Upon separation from service, the International Olive Council shall supply any staff member of the Executive Secretariat with a certificate relating to the nature of his or her duties and the length of service at the Executive Secretariat. Upon express written request by the person concerned, the certificate shall also refer to his or her competence, efficiency, quality of work and official conduct.

(i)

CHAPTER XIV

APPEALS

Article 64

1. Any staff member of the Executive Secretariat shall be entitled to appeal against decisions he or she receives and against decisions concerning him or her directly and individually.
2. Except in the case provided for in article 55, the staff member concerned of the Executive Secretariat must appeal first to the Joint Committee.

Appeals shall be lodged with the Joint Committee within two months of the date on which the decision was notified to the recipient.

The Joint Committee shall deliver a substantiated opinion within three months. This time limit may be extended by one month, if necessary.

After receiving the substantiated majority opinion of the Joint Committee, the Executive Director shall reply to the staff member concerned within one month at the most. If, at the end of that period, no reply to the request has been received, this shall be deemed to constitute an implied decision rejecting it.

3. If the reply given by the Executive Director after consulting the Joint Committee is not to the satisfaction of the staff member of the Executive Secretariat, that staff member may, within 90 days of the date of notification of the reply of the Executive Director or, if applicable, of the date of expiry of the reply period provided for in paragraph 2, third subparagraph, appeal to the Administrative Tribunal of the International Labour Organization (ILO) in the conditions established by the statutes of that Tribunal.

By derogation from the provisions of the first paragraph, the staff member concerned of the Executive Secretariat may, in the case provided for in article 55, appeal to the ILO against decisions concerning him or her within two months of being notified the decision in question.

4. The Executive Director shall take the necessary measures with regard to the ILO with a view to implementing the provisions of paragraph 3.

CHAPTER XV

TRANSITIONAL PROVISIONS

Article 65: Working week and annual leave

The staff members of the Executive Secretariat who are employed by the International Olive Council at the date of the entry into force of these Regulations are entitled to five additional days of annual leave per year of work.

Article 66: Dependency allowance

In derogation to the provisions under article 2, paragraph (f), dependent spouse means the spouse or stable non-marital partner of officials of the Executive Secretariat of the Administrative category and senior officials who were already employed by the International Olive Council at the time of the entry into force of these Regulations, whose pre-tax occupational earnings during the calendar year considered do not exceed the equivalent of the gross salary at grade 9, step 1 of the Administrative category.

Article 67: End-of-service grant

1. Staff members of the Executive Secretariat who, at the time of the entry into force of these Regulations, would have been eligible, upon separation from service, for the payment of a repatriation grant or an end-of-service grant in accordance with rules 9.12 or 9.13 of the Staff Rules in force in January 2003 shall be eligible, upon separation from service, for the payment of an end-of-service grant in the conditions established under rule 9.13 of those Staff Rules. In all cases, a staff member of the Executive Secretariat who abandons his or her post or who is dismissed, with or without notice, in accordance with articles 51 and 54 shall not be entitled to the end-of-service grant for which provision is made in this article.
2. For the purposes of calculating the end-of-service grant, it shall be considered that such staff members of the Executive Secretariat shall have left service on the date of the entry into force of these Regulations. The proportional share of the interest generated by the Fund for the End-of-Service Grants referred to in article 108 of the Financial Regulation corresponding to each eligible staff member of the Executive Secretariat during the period elapsing between the entry into force of these Regulations and the date of their effective separation from service shall be added when performing such calculations.
3. Calculations shall be based on the same salary criteria as those established under rule 9.13 of the Staff Rules in force in January 2003, at the time of the entry into force of the Staff Regulations of June 2003. If the salary is stated in US dollars, the resultant amount shall be paid, at the choice of the staff member concerned of the Executive Secretariat, in US dollars or euros by applying the exchange rate for the day on which the Staff Regulations of June 2003 entered into force.

Article 68: Termination indemnity

1. Staff members of the Executive Secretariat on a permanent appointment who, at the time of the entry into force of these Regulations, had earned entitlements for the payment of a termination indemnity in accordance with rule 9.10 of the Staff Rules in force in January 2003 shall be eligible, in the event of termination, for the payment of that indemnity on the terms established in rule 9.10 of those Staff Rules.
2. For the purposes of calculating that indemnity, it shall be considered that the service of

such staff members of the Executive Secretariat shall have been terminated on the date of the entry into force of these Regulations.

3. Calculations shall be based on the same salary criteria as those established under rule 9.10 of the Staff Rules in force in January 2003, at the time of the entry into force of these Regulations. If the salary is stated in US dollars, the resultant amount shall be paid, at the choice of the staff member of the Executive Secretariat concerned, in US dollars or euros by applying the exchange rate for the day on which these Regulations entered into force.

Where a staff member of the Executive Secretariat is eligible for an indemnity in compliance with this article, the period that shall be taken into account for the purpose of calculating the termination indemnity in accordance with article 27 shall be considered as starting at the time of the entry into force of these Regulations

Article 69: Provident Fund

By way of derogation from the provisions of article 39, the contribution to be made by the International Olive Council to the Provident Fund of the staff members of the Executive Secretariat who were already employed at the International Olive Council on the date of the entry into force of these Regulations, after the probationary period, shall be equal to 15.8 per cent of the “pensionable salary”.

CHAPTER XVI **FINAL PROVISIONS**

Article 70: Amendment of the Regulations

The Staff Regulations may be amended by the Council of Members, without prejudice to the acquired rights of the staff members of the Executive Secretariat. In the event of the amendment of these Regulations, the Executive Director shall ensure that such modifications are made known to the staff members of the Executive Secretariat.

Article 71: Proprietary rights

All rights – title, copyright and patent rights – in any work performed by staff members of the Executive Secretariat as part of their official duties shall be vested in the International Olive Council.

Article 72: Dissolution of the International Olive Council

In the event of the dissolution of the International Olive Council, the said Council shall take the necessary measures in accordance with the provisions of article 36, paragraph 5 of the International Agreement on Olive Oil and Table Olives, 2015.

Article 73: Absence of regulatory provisions

In the absence of rules on specific cases in the Staff Regulations, the pertinent provisions of the Staff Rules of the United Nations shall be applicable, *mutatis mutandis*.

Article 74: Repeals

Without prejudice to the provisions laid down in chapter XV, the Staff Rules and Staff Regulations of the International Olive Council in force at the time of the entry into force of these Regulations shall be repealed.

Article 75: Authentic language

English and French shall be the sole authentic languages of these staff Regulations.

In the event of discrepancy, the text shall be interpreted in the light of the provisions stated in both languages.

Article 76: Entry into force

These Staff Regulations shall enter into force on 1 April 2017. Successive amendments shall enter into force on the date specified in the amendment Decision adopted by the Council of Members.

ANNEXES

ANNEX I - SALARIES

ANNEX II - DEPENDENCY ALLOWANCE

ANNEX III – EDUCATION GRANT

ANNEX IV - LIST OF ILLNESSES CONSIDERED TO BE SERIOUS

ANNEX I Salary scale (article 17)

(Administrative category (annual amounts in Euros))

Grade		Step														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Gross	283,388														
	Net	147,664														
2	Gross	261,929														
	Net	136,278														
3	Gross	217,800	222,752	227,700	232,645	237,594	242,543									
	Net	115,699	117,774	119,840	121,900	123,955	125,999									
4	Gross	197,966	202,026	206,083	210,136	214,196	218,457	222,807	227,157	231,500						
	Net	107,174	109,050	110,921	112,788	114,651	116,509	118,362	120,212	122,056						
5	Gross	164,730	168,183	171,634	175,089	178,542	181,992	185,445	188,901	192,350	195,803	199,256	202,717	206,418		
	Net	90,706	92,335	93,961	95,586	97,209	98,827	100,443	102,057	103,668	105,275	106,881	108,483	110,082		
6	Gross	134,465	137,793	141,114	144,436	147,765	151,086	154,410	157,737	161,060	164,381	167,703	171,037	174,357	177,681	181,008
	Net	75,819	77,432	79,042	80,650	82,259	83,863	85,469	87,073	88,672	90,273	91,870	93,466	95,062	96,655	98,247
7	Gross	110,515	113,337	116,158	118,974	121,799	124,618	127,437	130,264	133,216	136,302	139,384	142,467	145,551	148,633	151,719
	Net	63,018	64,525	66,037	67,543	69,053	70,560	72,067	73,576	75,081	76,590	78,093	79,596	81,099	82,600	84,104
8	Gross	90,666	93,194	95,714	98,237	100,760	103,283	105,805	108,324	110,851	113,374	115,895	118,420			
	Net	52,501	53,832	55,160	56,490	57,817	59,148	60,498	61,846	63,197	64,547	65,894	67,247			
9	Gross	70,600	73,032	75,453	77,877	80,304	82,725	85,154	87,576	90,000	92,425					
	Net	41,797	43,098	44,396	45,694	46,993	48,290	49,589	50,873	52,148	53,426					

ANNEX I (contd.)

Salary scale (article 17)

General Service category (annual amounts in Euros)

Grade		Step										
		1	2	3	4	5	6	7	8	9	10	11
1	Gross	21,352	21,927	22,504	23,082	23,658	24,234	24,811	25,387	25,963	26,541	27,117

	Net	21,185	21,758	22,330	22,900	23,472	24,045	24,617	25,163	25,762	26,334	26,906
2	Gross	24,128	24,778	25,430	26,082	26,733	27,385	28,036	28,687	29,339	29,991	30,642
	Neto	23,938	24,585	25,232	25,879	26,524	27,171	27,817	28,464	29,083	29,756	30,403
3	Gross	27,264	28,000	28,736	29,447	30,209	30,945	31,687	32,461	33,235	34,010	34,784
	Net	27,052	27,782	28,512	29,243	29,973	30,703	31,433	32,164	32,895	33,625	34,356
4	Gross	30,809	31,644	32,519	33,394	34,269	34,892	36,020	36,895	37,769	38,644	39,519
	Net	30,569	31,394	32,218	33,044	33,869	34,695	35,521	36,345	37,171	37,996	38,822
5	Gross	34,885	35,871	36,857	37,844	38,829	39,815	40,802	41,788	42,775	43,759	44,746
	Net	34,451	35,382	36,315	37,248	38,180	39,113	40,046	40,979	41,912	42,843	43,775
6	Gross	39,524	40,635	41,746	42,858	43,969	45,080	46,192	47,304	48,415	49,526	50,638
	Net	38,826	39,873	40,922	41,969	43,018	44,067	45,116	46,163	47,212	48,260	49,308
7	Gross	44,751	46,004	47,256	48,509	49,762	51,014	52,267	53,520	54,906	56,525	58,143
	Net	43,756	44,938	46,119	47,300	48,481	49,663	50,845	51,764	53,208	54,388	55,569

ANNEX II: TABLE A**Dependency allowance (article 24) (annual amounts in Euros). Applicable from 1 January 2010.**

Grade	Step														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	13833														
2	11978														
3	8629	8965	9300	9365	9971	10304									
4	7204	7419	7637	7852	8067	8296	8583	8869	9156						
5	6054	6186	6381	6577	6772	6967	7164	7359	7554	7751	7949	8143	8367		
6	4951	5079	5209	5339	5469	5601	5729	5859	5993	6121	6283	6471	6663	6853	7045
7	4025	4143	4260	4377	4495	4613	4730	4955	4970	5086	5210	5331	5455	5577	5699
8	3110	3233	3357	3480	3605	3725	3829	3935	4039	4144	4248	4354			
9	2250	2349	2448	2548	2647	2747	2847	2960	3077	3196					

ANNEX II (contd.)

Dependency allowance (article 24) (annual amounts in Euros).

Administrative category

(a) Allowance for dependent spouse: (see Table A)

(b) Allowance for dependent child: € 2,024 per annum. The allowance for a dependent disabled child shall be twice the usual allowance for a dependent child¹

(c) Allowance for secondary dependent: € 351,60 per annum

General Service category

Allowance for dependent spouse: € 1,460 per annum.

Allowance for dependent child: € 1,488 per annum and child, up to a maximum of six children. The allowance for a dependent disabled child shall be twice the usual allowance for a dependent child

Allowance for a secondary dependent:

€ 105 per annum (for staff who became eligible on or after 1 September 1994).

€ 161 per annum (for eligible staff on board and already in receipt of amount prior to 1 September 1994).

€ 493 per annum (for eligible staff on board and already in receipt of amount prior to 1 July 1987).

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ANNEX III

Education grant. Maximum annual limit. (article 25) (annual amounts in Euros)

Administrative category

Education grant in respect of a dependent child: € 7 089.12.

Education grant in respect of a disabled dependent child: € 9 452.12.

Travel expenses when attendance is at an educational establishment outside the duty station: € 3 494.80.

General Service category

Education grant in respect of a dependent child: € 900.

Education grant in respect of a disabled dependent child: € 9 452.12.

Travel expenses when attendance is at an educational establishment outside the duty station: € 3 494.80.

* * *

**ANNEX IV : LIST OF ILLNESSES CONSIDERED TO BE
SERIOUS**

- Disabling cerebrovascular accident (stroke);
- Aplastic anaemia;
- Chronic and progressive arterial disease (including coronary artery disease) with clinical symptoms of ischemia;
- Complicated schistosomiasis; poorly tolerated congenital heart disease, severe heart failure and severe valve heart disease requiring surgery;
- Chronic active liver diseases and cirrhosis;
- Severe primary immunodeficiency requiring long term treatment, infection with the human immunodeficiency virus [HIV];
- Complicated diabetes;
- Severe forms of neurological and muscular disease (including myopathy);
- Severe epilepsy;
- Homozygous haemoglobinopathy;
- Haemophilia;
- Severe hypertension;
- Severe chronic pulmonary insufficiency;
- Leprosy;
- Alzheimer's disease and other forms of dementia;
- Parkinson's disease;
- Hereditary metabolic disorders requiring long term specialist treatment;
- Cystic fibrosis;
- Severe chronic renal disease and prerenal syndrome;
- Paraplegia;
- Polyarteritis nodosa, systemic lupus erythematosus, progressive scleroderma;
- Severe progressive rheumatoid arthritis;
- Psychosis, severe personality disorder, mental retardation;
- Chronic active ulcerative colitis and progressive Crohn's disease;
- Disabling multiple sclerosis;
- Progressive structural scoliosis (25° or greater) prior to spinal maturation;
- Severe ankylosing spondylitis;
- After-care following organ transplant;
- Active tuberculosis;
- Malignant tumour or malignant disease of the lymphatic or haematopoietic system;
- Complications following a serious accident
