AMENDMENTS TO THE PASB STAFF RULES AND REGULATIONS

1. In accordance with the provisions of Staff Rule 020, the Director submits for confirmation to the 144th Session of the Executive Committee, as Annex A to this document, the amendments to the Staff Rules made since the Committee’s 143rd Session.

2. The amendments described in Section I of this document are based on decisions taken by the 63rd Session of the United Nations General Assembly∗ which were based on recommendations made by the International Civil Service Commission (ICSC) and on decisions taken by the 62nd World Health Assembly.

3. The amendments described in Section II of this document are made in the light of experience and in the interest of good human resources management.

4. Section III of this document contains a proposed amendment to Staff Regulation 11.2. This amendment is needed for consistency with Staff Regulation 13.4 and Staff Rule 1240.2. Annex B presents the text of the proposed Staff Regulation amendment.

SECTION I

Staff rule amendments considered necessary in light of decisions made at the 63rd Session of the U.N. General Assembly, based on recommendations of the ICSC, and on decisions taken by the 62nd World Health Assembly

Remuneration of professional and higher categories

5. Consistent with recommendations of the International Civil Service Commission, the United Nations General Assembly agreed that the current base/floor salary scale for the professional and higher categories should be increased by 2.33% through the standard consolidation method of increasing base salary and commensurately reducing post adjustment multiplier points (i.e., on a no loss/no gain basis), to come into effect on 1 January 2009.

6. Amendments to Appendix 1 of the Staff Rules have been prepared accordingly and appear in Annex C of this document.

Salaries of staff in ungraded posts and the Director’s salary

7. As a result of the change in salary for staff in the professional and higher-graded categories, a similar revision to the salaries for the posts of Director, Deputy Director, and Assistant Director is also required.

8. Using the same process of consolidating post adjustment multiplier points into base salary on a “no-gain, no-loss” basis, the salaries for these three positions have been adjusted accordingly. In conformity with Staff Rule 330.4, the Executive Committee is asked to approve the resulting salary changes for the posts of Deputy Director and Assistant Director and to recommend to the 49th Directing Council the applicable salary revision for the post of Director.

Review of the level of the Education Grant and the Special Education Grant

9. Regarding the education grant, the UN General Assembly agreed with the Commission’s recommendations that with effect from the school year in progress on 1 January 2009:

(a) The maximum admissible expenses and the maximum education grant should be adjusted for 10 zones (namely Austria, Belgium, Italy, the Netherlands, Spain, Sweden, Switzerland, the United Kingdom of Great Britain and Northern Ireland, the United States of America, and the United States dollar area outside the United States).
(b) The maximum admissible expenses and maximum education grant should remain at the current levels for Denmark, France (except as specified at paragraph (d) below), Germany, Ireland and Japan.

(c) The separate zone for Finland should be discontinued and claims subsumed into the United States dollar area outside the United States.

(d) Special measures should be maintained for China, Indonesia, and the Russian Federation and should be introduced for Hungary, Bulgaria, and two additional schools in Paris.

(e) The flat rates for boarding and the additional amounts for reimbursement of boarding costs over and above the maximum grant payable to staff at designated duty stations are revised.

(f) The amount of the special education grant for each disabled child should be equal to 100% of the revised amounts of the maximum allowable expenses for the regular grant.

10. The amendments to Appendix 2 of the Staff Rules have been prepared taking into consideration the decisions of the UN General Assembly and the World Health Assembly and are attached to this document as Annex D.

**Temporary Appointments**

11. In order to harmonize PAHO’s Staff Rules with decisions taken by the UN General Assembly during its 63rd Session regarding the benefits which accrue to staff members holding temporary appointments, PASB proposes to amend Staff Rule 360.1 to allow staff members holding temporary appointments to receive the hardship component of the mobility and hardship allowance. In addition, the requirement that individuals be assigned or transferred to an official duty station for one year or longer is removed in recognition that the assignment or transfer of fixed-term or career service staff to an official duty station is normally for periods in excess of one year, that temporary staff assignments may be for an uninterrupted period of up to two years, and that these allowances are paid as from the first day of assignment and not retroactively after one year of service time has accrued. Finally, the name of the rule is changed to reflect the three components of the scheme: the hardship, mobility, and non-removal allowances.
12. In addition, for consistency with the UN common system, Staff Rule 640.5 is amended to provide that staff members holding temporary appointments are eligible for home leave. Given the maximum two-year limit for temporary appointments, only temporary staff assigned to a 12-month PAHO duty station (i.e., Haiti and Guyana) would be eligible for home leave after 12 months at the duty station and contingent on their contracts continuing for at least three months upon their return from home leave or their eligibility date for home leave, whichever comes later.

SECTION II

Staff Rule Amendments Considered Necessary in Light of Experience and in the Interest of Good Human Resources Management

Effective Date

13. Staff Rule 040 is amended to provide that the Staff Rules are effective from 1 July 2009 onward.

Definition of “Dependant Child”

14. Staff Rule 310.5.2 has been amended to clarify that if both parents are members of international organizations that apply the common system of salaries and allowances, the children, if determined to be dependant, will be recognized as the dependant of the parent whose annual gross occupational earnings yield the higher amount. This amendment reflects the appropriate UN common system compensation principles.

Eligibility for Assignment Grant

15. Staff Rule 365.1.2 is amended to clarify that children age 21 years and older do not qualify for the assignment grant.

Meritorious within-Grade Increase

16. Staff Rule 555.2 has been rewritten to make it easier to understand and has been amended to clarify that a staff member’s service with the Bureau must have been uninterrupted in order to qualify for a within-grade increase based on service time.
Leave Without Pay

17. Staff Rule 655.2.3 is amended for consistency with the title change to Staff Rule 555.2.

Special Education Grant Travel

18. Staff Rule 825 has been amended to ensure consistency and equality between staff members entitled to education grant travel and staff members entitled to special education grant travel.

Conduct and Disciplinary Measures

19. Staff Rule N 620.1 is amended for consistency with Staff Rule 1110.

SECTION III

Staff Regulation Amendments Considered Necessary in Light of Experience and in the Interest of Good Personnel Management

Appeals

20. Staff Regulation 11.2 is amended to recognize that PAHO staff currently have recourse in appeal matters to the International Labour Organization Administrative Tribunal (ILOAT) and not the United Nations Administrative Tribunal, as indicated in the rule. This amendment provides consistency with Staff Regulation 13.4 and Staff Rule 1240.2, which was recently amended by PAHO’s Governing Bodies to recognize the jurisdiction of the ILOAT over PAHO staff member appeals.

Action by the Subcommittee on Program, Budget and Administration

21. In consideration of these amendments, the Subcommittee may wish to take note of the following proposed resolution which will be presented to the 144th Session of the Executive Committee:
THE 144th SESSION OF THE EXECUTIVE COMMITTEE,

Having considered the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in the Annex to Document CE:144/____,

Taking into account the actions of the 62nd World Health Assembly regarding the remuneration of Assistant Directors-General, Regional Directors and the Director-General,

Bearing in mind the provisions of Staff Rule 020 and Staff Regulation 3.1 of the Pan American Sanitary Bureau, and

Recognizing the need for uniformity in the conditions of employment of staff of the Pan American Sanitary Bureau and the World Health Organization, and in the interest of good personnel management,

RESOLVES:

1. To confirm in accordance with Staff Rule 020 the amendments to the Staff Rules that have been made by the Director, with effect from 1 July 2009, concerning: remuneration of staff in the professional and higher categories, education and special education grant, hardship and mobility allowance, home leave, effective date, definition of dependant child, assignment grant, meritorious within-grade increase, leave without pay, special education grant travel, and conduct and disciplinary measures.

2. To establish the annual salary of the Deputy Director of the Pan American Sanitary Bureau, effective on 1 January 2009, at US$ 177,032 before staff assessment, resulting in a modified net salary of $128,071 (dependency rate) or $115,973 (single rate).

3. To establish the annual salary of the Assistant Director of the Pan American Sanitary Bureau, effective on 1 January 2009, at US$ 175,494 before staff assessment, resulting in a modified net salary of $127,071 (dependency rate) or $114,973 (single rate).

4. To recommend to the 49th Directing Council the adoption of the following resolution:
THE 49th DIRECTING COUNCIL,

Considering the revision to the base/floor salary scale for the professional and higher-graded categories of staff, effective 1 January 2009,

Taking into account the actions of the 62nd World Health Assembly regarding the remuneration of the Regional Directors,

Recognizing the need for uniformity in the conditions of employment of staff of the Pan American Sanitary Bureau and the World Health Organization and consistency within PAHO Staff Rules and Regulations,

RESOLVES:

1. To establish the annual salary of the Director of the Pan American Sanitary Bureau effective on 1 January 2009, at US$ 194,820 before staff assessment, resulting in a modified net salary of $ 139,633 (dependency rate) or $125,633 (single rate).

2. To approve the amendment to Staff Regulation 11.2 clarifying the jurisdiction of the Administrative Tribunal of the International Labour Organization over PAHO appeal matters.

Annexes
## STAFF RULE AMENDMENTS

<table>
<thead>
<tr>
<th>Former Text</th>
<th>Proposed Text</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>040. EFFECTIVE DATE</strong></td>
<td><strong>040. EFFECTIVE DATE</strong></td>
</tr>
<tr>
<td>These Staff Rules are effective as from 1 January 2008, unless otherwise specified, and supersede all Rules in force before that date. All subsequent modifications shall be effective as from the date shown thereon.</td>
<td>These Staff Rules are effective as from 1 July 2008, unless otherwise specified, and supersede all Rules in force before that date. All subsequent modifications shall be effective as from the date shown thereon.</td>
</tr>
<tr>
<td><strong>310. DEFINITIONS</strong></td>
<td><strong>310. DEFINITIONS</strong></td>
</tr>
<tr>
<td>310.5.2 a child as defined by the Bureau and for whom the staff member certifies that he provides the main and continuing support, provided that the child is under 18 years of age or, if in full-time attendance at a school or university, under the age of 21 years. Age and school attendance requirements shall not apply if the child is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration. If both parents are staff members of international organizations applying the common system of salaries and allowances, the children, if determined to be dependant, shall be recognized as the dependants of the parent holding the higher level post;</td>
<td>310.5.2 a child as defined by the Bureau and for whom the staff member certifies that he provides the main and continuing support, provided that the child is under 18 years of age or, if in full-time attendance at a school or university, under the age of 21 years. Age and school attendance requirements shall not apply if the child is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration. If both parents are staff members of international organizations applying the common system of salaries and allowances, the children, if determined to be dependant, shall be recognized as the dependants of the parent holding the higher level post whose annual gross occupational earnings yield the higher amount;</td>
</tr>
</tbody>
</table>
### 360. MOBILITY AND HARDSHIP SCHEME

360.1 Staff members, except those holding temporary appointments as defined in Rule 420.3 or those appointed under Rules 1310, who are assigned or transferred to an official station for a period of one year or longer, shall receive non-pensionable allowances designed to recognize varying degrees of hardship at different official stations and provide incentives for mobility.

### 365. ASSIGNMENT GRANT

365.1.2 Travel per diem, in respect of each family member accompanying or joining the staff member at the Bureau's expense under Rule 820, except for children eligible for travel under Rule 820.1.4, for 30 days at half the rate after their arrival.

### 360. MOBILITY, AND HARDSHIP AND NON-REMOVAL SCHEME

360.1 Staff members, except those holding temporary appointments as defined in Rule 420.3 or those appointed under Rules 1310, who are assigned or transferred to an official station for a period of one year or longer, shall receive a non-pensionable allowance designed to recognize varying degrees of hardship at different official stations and provide incentives for mobility. A non-pensionable allowance designed to recognize varying degrees of hardship at different official duty stations will also be paid to staff members holding service, fixed-term or temporary appointments.

### 365. ASSIGNMENT GRANT

365.1.2 Travel per diem, in respect of each family member accompanying or joining the staff member at the Bureau's expense under Rule 820, except for children eligible for travel under Rule 820.1.4, for 30 days at half the rate after their arrival. Travel per diem for 30 days at half rate, after their arrival, in respect of each entitled family member accompanying or joining the staff member at the duty station for at least six months. This portion of the assignment grant for a dependent child studying outside the duty station is paid in conjunction with the first round trip to the official station provided that the child is expected to return to the duty station for future school vacations. Upon reaching age 21, children are not entitled to the assignment grant.
### 555. Meritorious Within-Grade Increase

**555.1** A staff member whose performance has been especially meritorious beyond that which may reasonably be expected of a normally well-qualified staff member, and whose conduct has been satisfactory, may be granted one extra within grade step, or exceptionally two, up to the normal maximum step in the grade. Such increase shall not affect the staff member’s eligibility for regular within-grade increases.

555.2 A staff member whose service with the Bureau commenced prior to 1 March 1993 shall qualify, with effect from 1 February 1994, for only one increase under Rule 555.1 during the remaining service in the Bureau. Such increase shall be granted upon completion of either 20 or 25 or 30 years of satisfactory service, whichever occurs first after 1 February 1994. Satisfactory service with the World Health Organization shall be included if credited under Rule 480.1.4.

### 555. Meritorious Within-Grade Increase Based on Merit or Service Time

**555.1** A staff member whose performance has been especially meritorious beyond that which may reasonably be expected of a normally well-qualified staff member, and whose conduct has been satisfactory, may be granted one extra within grade step, or exceptionally two, up to the normal maximum step in the grade. Such increase shall not affect the staff member’s eligibility for regular within-grade increases.

555.2 A staff member whose service with the Bureau commenced prior to 1 March 1993 shall qualify, with effect from 1 February 1994, for only one increase under Rule 555.1 during the remaining service in the Bureau. Such increase shall be granted upon completion of either 20 or 25 or 30 years of satisfactory service, whichever occurs first after 1 February 1994. Satisfactory service with the World Health Organization shall be included if credited under Rule 480.1.4. After 1 February 1994, a staff member may qualify, on a one time basis, for a within-grade increase based on years of service if he or she:

- 555.2.1 commenced service with the Bureau prior to 1 March 1993;
- 555.2.2 has performed satisfactorily; and
- 555.2.3 has completed either 20, 25 or 30 years of uninterrupted service. Service time with the World Health Organization shall be included if credited under Rule 480.1.4.
<table>
<thead>
<tr>
<th></th>
<th><strong>640. HOME LEAVE</strong></th>
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<th><strong>640. HOME LEAVE</strong></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Internationally-recruited staff members holding fixed term or service appointments are eligible for home leave when:</td>
<td></td>
<td>Internationally-recruited staff members holding fixed term, temporary, or service appointments are eligible for home leave when:</td>
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<tr>
<td></td>
<td><strong>655. LEAVE WITHOUT PAY</strong></td>
<td></td>
<td><strong>655. LEAVE WITHOUT PAY</strong></td>
</tr>
<tr>
<td></td>
<td>no service credit shall accrue for the purposes of annual leave, a within-grade increase, completion of probation, repatriation grant, termination indemnity, home leave, meritorious increases under Rule 555.2, and end-of-service grant. Periods of leave without pay or 30 calendar days or less shall not affect the ordinary rates of accrual.</td>
<td></td>
<td>no service credit shall accrue for the purposes of annual leave, a within-grade increase, completion of probation, repatriation grant, termination indemnity, home leave, meritorious within-grade increases under Rule 555.2, and end-of-service grant. Periods of leave without pay or 30 calendar days or less shall not affect the ordinary rates of accrual.</td>
</tr>
</tbody>
</table>
825. SPECIAL EDUCATION GRANT TRAVEL

The Bureau shall, in accordance with established terms and conditions, pay travel expenses of a staff member's dependant child in respect of whom the staff member is entitled to the special education grant under Rule 355. In this case, the provisions for education grant travel under Rule 820.2.5 shall not apply, except for the round trips under Rules 820.2.5.2 and 820.2.5.3. The provisions of this Rule shall apply to professional and higher category staff not serving in the country of their recognized place of residence, and to staff referred to in Rule 1310.4 recruited outside the local area as well as outside the country of the official station. They shall not apply to other staff referred to in Rule 1310, nor to staff holding temporary appointments as defined in Rule 420.3.

N 620. CONDUCT AND DISCIPLINARY MEASURES

Breaches of conduct shall be dealt with by way of any one or a combination of the following:

N 620.1 written reprimand;
N.620.2 temporary suspension without pay;
N.620.3 withholding of within-grade increase(s);
N.620.4 assignment to a less responsible post;
N.620.5 dismissal.

N 620.1 written reprimand signed by the HRM Manager;
N.620.2 temporary suspension without pay;
N.620.3 withholding of within-grade increase(s);
N.620.4 assignment to a less responsible post reassignment with or without reduction in grade;
N.620.5 dismissal for misconduct;
N.620.6 summary dismissal for serious misconduct.
<table>
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<tr>
<th>FORMER TEXT</th>
<th>PROPOSED TEXT</th>
</tr>
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<tr>
<td>Article XI</td>
<td>Article XI</td>
</tr>
<tr>
<td>Appeals</td>
<td>Appeals</td>
</tr>
</tbody>
</table>

11.2 Any dispute which cannot be resolved internally, arising between the Bureau and a member of the staff regarding the fulfillment of the contract of the said staff member, shall be referred for final decision to the United Nations Administrative Tribunal.

11.2 Any dispute which cannot be resolved internally, arising between the Bureau and a member of the staff regarding the fulfillment of the contract of the said staff member, shall be referred for final decision to the United Nations Administrative Tribunal. International Labour Organization Administrative Tribunal.
## ANNEX C

Appendix 1 to the Staff Rules

Salary scale for staff in the professional and higher categories: annual gross base salaries and net equivalent after application of staff assessment (in US dollars)<sup>1</sup>

**(effective 1 January 2009)**

<table>
<thead>
<tr>
<th>Step</th>
<th>Level</th>
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<th>II</th>
<th>III</th>
<th>IV</th>
<th>V</th>
<th>VI</th>
<th>VII</th>
<th>VIII</th>
<th>IX</th>
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<th>XIII</th>
<th>XIV</th>
<th>XV</th>
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<td>115,542</td>
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<td>146,107</td>
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<td>48,502</td>
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<td></td>
<td>Net S</td>
<td>35,570</td>
<td>36,675</td>
<td>37,781</td>
<td>38,886</td>
<td>39,991</td>
<td>41,095</td>
<td>42,209</td>
<td>43,293</td>
<td>44,379</td>
<td>45,466</td>
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</tr>
</tbody>
</table>

<sup>1</sup> D = Rate applicable to staff members with a dependent spouse or child; S = Rate applicable to staff members with no dependent spouse or child.

* = the normal qualifying period for a within-grade increase between consecutive steps is one year, except at those steps marked with an asterisk, for which a two-year period at the preceding step is required (Staff Rule 550.2).
ANNEX D

EDUCATION GRANT ENTITLEMENTS APPLICABLE IN CASES WHERE EDUCATIONAL EXPENSES ARE INCURRED IN SPECIFIED CURRENCIES AND COUNTRIES
(effective school year in progress 1 January 2009)

* Except for the following schools where the US$ in the US levels will be applied:

1. American School of Paris
2. American University of Paris
3. British School of Paris
4. Ecole Active Bilingue Victor Hugo
5. European Management School of Lyon
6. International School of Paris
7. Marymount School of Paris
8. Ecole Active Bilingue Jeanine Manuel

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1 US dollar in the USA applies, as a special measure, for China, Indonesia, and the Russian Federation. Effective school year in progress on 1 January 2009 special measure also applies for Bulgaria and Hungary.