ORGANISATION FOR ECONOMIC CO-OPERATION AND DEVELOPMENT



ORGANISATION DE COOPÉRATION ET DE DÉVELOPPEMENT ÉCONOMIQUES

STAFF REGULATIONS, RULES AND INSTRUCTIONS APPLICABLE TO OFFICIALS OF THE ORGANISATION

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TABLE OF CONTENTS

STAFF REGULATIONS, RULES AND INSTRUCTIONS **13**

PREAMBLE **13**

Title I - SCOPE OF APPLICATION AND GENERAL PROVISIONS (Regulation 1) **14**

Title II - BASIC PRINCIPLES, RIGHTS AND DUTIES **16**

CHAPTER I - INDEPENDENCE AND INTERNATIONAL CHARACTER (Regulation 2) **16**

CHAPTER II - INTEGRITY AND LOYALTY (Regulation 3) **17**

CHAPTER III - TACT AND DISCRETION (Regulation 4) **18**

CHAPTER IV - BASIC INDIVIDUAL RIGHTS AND RIGHTS OF ASSOCIATION (Regulation 5) **19**

CHAPTER V - PROTECTION OF OFFICIALS IN THE PERFORMANCE OF THEIR DUTIES (Regulation 5bis) **20**

Title III - APPOINTMENT, SELECTION, REASSIGNMENTS, PROMOTIONS AND END OF APPOINTMENT **21**

CHAPTER I – APPOINTMENT (Regulation 6) **21**

CHAPTER II – SELECTION (Regulation 7) **23**

CHAPTER III - TERMS OF APPOINTMENT (Regulation 8) **29**

CHAPTER IV - DURATION OF APPOINTMENT (Regulation 9) **31**

DURATION OF APPOINTMENT (Regulation 9bis) **33**

CHAPTER V - CATEGORIES AND GRADES, ASSIGNMENT AND REASSIGNMENTS (Regulation 10) **36**

CHAPTER VI - EXTERNAL MOBILITY (Regulation 10bis) **40**

Section I – Loan **40**

Section II – Secondment **43**

CHAPTER VII - ENDS OF APPOINTMENT (Regulation 11) **45**

ENDS OF APPOINTMENT (Regulation 11bis) **50**

CHAPTER VIII - RESIGNATION, ABANDONMENT OF FUNCTIONS AND DEATH (Regulation 12) **55**

CHAPTER IX - AGE LIMIT (Regulation 13) **56**

CHAPTER X - NON-ACTIVE STATUS (Regulation 14) **57**

Section I - Sickness **59**

Section II - Addresses, etc **59**

Section III - Military service or personal reasons **59**

Section IV - Expiry of non-activity **59**

Title IV – SALARIES AND ALLOWANCES **62**

CHAPTER I - SALARY SCALES (Regulation 15) **62**

CHAPTER II – ALLOWANCES (Regulation 16) **66**

Section I – General provision **66**

Section II – Family allowances and supplements **68**

Subsection I - Household Allowance *68*

Subsection II - Child's Allowance and benefits for a handicapped child *69*

Subsection III - Dependant's Allowance *71*

Subsection IV - Basic family allowance *72*

Subsection V - Dependent child supplement *76*

Subsection VI - Supplements for disabled or severely disabled child *77*

Subsection VII - Supplement for disabled and dependent parent *79*

Section III - Expatriation allowance **81**

Section IV – Installation allowance **85**

Section V – Rent allowance **89**

Section VI – Acting allowance **90**

Section VII – Language allowance **91**
Section VIII – Education allowance **92**

Title V - STAFF BENEFITS AND GRANTS (Regulation 17) **96**

CHAPTER I - BENEFITS IN CASE OF SICKNESS, MATERNITY, WORK ACCIDENT, INVALIDITY OR DEATH **96**
Section I – General provisions relating to the medical and social system of the Organisation **96**
Subsection I - Affiliation *96*
Subsection II - Maintenance of Entitlement *99*
Subsection III - Beneficiaries under the Organisation's Medical and Social system *100*
Subsection IV - Period of Cover and Exclusions *102*
Subsection V - Claims, fraud and subrogation *104*
Section II - Sickness and maternity **105**
Subsection I - Health Care Expenses *105*
Subsection II - Maintenance of Salary in case of Sickness *106*
Subsection III - Special Benefits in case of Maternity or Adoption *107*
Section III - Invalidity and death not resulting from a work accident or occupational disease **109**
Subsection I - Invalidity Pension and Annuity *109*
Subsection II - Capital Payments on Death or Invalidity *109*
Section IV - Work accidents and occupational disease **111**
Subsection I - Definition *111*
Subsection II - Expenses for Medical Cover and Maintenance of Remuneration *112*
Subsection III - Invalidity or Death *112*
Section V - Financing of the social and medical system **114**
Section VI - Supervisory board **116**
Section VII - Transitional provisions **117**
Subsection I - Officials *117*
Subsection II - Former Officials and Duly Qualified Claimants *119*
Section VIII - Entry into force **121**

CHAPTER II - PENSION SCHEMES **122**

CHAPTER III – STATUTORY TRAVELS AND MISSIONS **124**
Section I - Statutory travels **124**
Section II - Travel Expenses **126**
Section III - Excess Luggage **128**
Section IV - Air Travel **129**
Section V - Rail Travel **130**
Section VI - Travel by private car **131**
Section VII - Terminal charges **132**
Section VIII - Removals **133**
Section IX - Missions **134**
Section X - Daily Subsistence Allowance **135**
Section XI - Limitations of Reimbursements **146**

CHAPTER IV - ADVANCES, LOANS AND FINANCIAL ASSISTANCE **147**
Section I – Advances **147**
Section II - Loans **148**
Section III - Financial Assistance **150**
Section IV - Currency Advances **150**
Section V - Entertainment Allowance **150**

CHAPTER V - INDEMNITY FOR LOSS OF EMPLOYMENT **151**

CHAPTER VI - CLAIMS **156**

CHAPTER VII - SUBROGATION **157**

Title VI - TRANSFER, PAYMENT AND ADJUSTMENT OF EMOLUMENTS **158**

CHAPTER I – TRANSFER AND CURRENCY OF PAYMENT OF EMOLUMENTS (Regulation 18) **158**

CHAPTER II - ADJUSTMENT OF EMOLUMENTS (Regulation 19) **159**

Title VII - GENERAL OBLIGATIONS **160**

CHAPTER I - WORKING CONDITIONS (Regulation 20) **160**
Section I - Working hours **160**
Section II -Overtime **164**
Section III - Night work **166**
Section IV - Public holidays **167**

CHAPTER II – LEAVE (Regulation 20) **168**
Section I - Annual leave **168**
Section II - Home leave **169**
Section III - Sick leave **171**
Subsection I - Therapeutic half-time *171*
Subsection II - Uncertified sick leave *171*
Subsection III - Certified sick leave *171*
Subsection IV - Expiry of sick leave *172*
Subsection V - Benefits *172*
Subsection VI - Medical Examination *172*
Subsection VII - Dispensation from Service on Health Grounds *172*
Section IV - Military service leave **174**
Section V - Parental leave **175**
Section VI - Exceptional paid leave **178**
Section VII - Unpaid leave for private reasons **179**
Section VIII - Unpaid training leave **180**
Section IX - Special leave **182**

CHAPTER III - DISCIPLINE AND CIVIL LIABILITY (Regulation 21) **183**
Section I - Procedure for disciplinary cases **184**
Section II - Disciplinary Measures **185**

CHAPTER IV – DISPUTES (Regulation 22) **186**
Section I - Joint Advisory Board **187**
Section II - Re-evaluation Commission **189**
Section III - Administrative Tribunal **191**
Section IV - Specialist Medical Review Procedure **192**

CHAPTER V - REPRESENTATION OF THE STAFF (Regulation 23) **194**
Section I - Staff Association **195**
Section II - Joint Consultative Committee on Staff Relations **197**
Section III - Trade Union and Professional Organisations **198**

CHAPTER VI - FINAL PROVISIONS (Regulation 24) **199**

ANNEX I - RULES ON THE SALARY ADJUSTMENT METHOD FOR STAFF OF THE CO-ORDINATED ORGANISATIONS **200**

CHAPTER I: GENERAL PROVISIONS **200**

CHAPTER II: DEFINITIONS **202**

CHAPTER III: ANNUAL ADJUSTMENTS OF BASIC SALARIES **204**

CHAPTER IV: EXCEPTION CLAUSE **205**

CHAPTER V: AFFORDABILITY **206**

CHAPTER VI: CORRECTIVE MEASURES OF A TEMPORARY NATURE **207**

CHAPTER VII: OTHER ARRANGEMENTS **208**

CHAPTER VIII: FINAL PROVISIONS **209**

APPENDICES **210**
APPENDIX 1 ..... **211**
APPENDIX 2 ..... **212**
APPENDIX 3 ..... **214**
APPENDIX 4 ..... **215**
APPENDIX 5 ..... **216**

APPENDIX 6 ..... **217**
APPENDIX 7 ..... **218**
APPENDIX 8 ..... **219**

ANNEX I bis - METHOD OF ADJUSTMENT FOR THE ALLOWANCES/SUPPLEMENTS EXPRESSED IN ABSOLUTE VALUE **220**
APPENDIX 1 ..... **223**
APPENDIX 2 ..... **224**
APPENDIX 3 ..... **225**

ANNEX I ter - METHOD FOR THE THREE- YEAR REVIEW OF THE CEILINGS OF THE EDUCATION ALLOWANCE (EDU) **226**

ANNEX II - NOTES ON THE STAFF REGULATIONS **228**

ANNEX III - RESOLUTION OF THE COUNCIL ON THE STATUTE AND OPERATION OF THE ADMINISTRATIVE TRIBUNAL **229**
Article 1 ..... *229*
Article 2 ..... *229*
Article 3 ..... *229*
Article 4 ..... *230*
Article 5 ..... *230*
Article 6 ..... *230*
Article 7 ..... *231*
Article 8 ..... *231*
Article 9 ..... *231*
Article 10 ..... *231*
Article 11 ..... *232*
Article 12 ..... *232*
Article 13 ..... *232*
RULES OF PROCEDURE OF THE TRIBUNAL **233**
Rule 1 ..... *233*
Rule 2 ..... *233*
Rule 3 ..... *233*
Rule 4 ..... *234*
Rule 5 ..... *234*
Rule 6 ..... *234*
Rule 7 ..... *234*
Rule 8 ..... *235*
Rule 9 ..... *235*
Rule 10 ..... *236*
Rule 11 ..... *236*
Rule 12 ..... *236*
Rule 13 ..... *236*
Rule 14 ..... *236*
Appendix 1 ..... **237**
Appendix 2 ..... **238**

ANNEX IV - TERMS OF REFERENCE OF THE HEALTH, SAFETY AND WORKING CONDITIONS SUB- COMMITTEE (HSWCSC) **239**

ANNEX V – TRANSITIONAL MEASURES RELATING TO THE NEW EMPLOYMENT PACKAGE - NEW GRADING FRAMEWORK **242**

Appendix to Annex V **245**

ANNEX V BIS – DECISION OF THE SECRETARY GENERAL ON THE TRANSITIONAL MEASURES RELATING TO THE NEW EMPLOYMENT PACKAGE – CONTRACTUAL TRANSITION PROCESS **252**

ANNEX VI - RULES AND INSTRUCTIONS OF THE STAFF PROVIDENT FUND OF THE ORGANISATION **255**

APPENDIX TO ANNEX VI **262**

ANNEX VII - RULES APPLICABLE TO OFFICIALS SERVING IN TOKYO **265**

ANNEX VIII - RULES APPLICABLE TO OFFICIALS SERVING IN WASHINGTON **266**

ANNEX IX - RULES APPLICABLE TO OFFICIALS SERVING IN BONN **267**

ANNEX X - PENSION SCHEME RULES ... **268**
TABLE OF CONTENTS ... **268**
CHAPTER I - GENERAL PROVISIONS ... **270**
Article 1 - Scope ... *270*
Article 2 - Deferred entitlement ... *270*
Article 3 - Definition of salary ... *271*
Article 4 - Definition of service conferring entitlement to benefits ... *271*
Article 5 - Calculation of service conferring entitlement to benefits ... *273*
Article 6 - Reckonable years of service ... *276*
Article 6bis - Part-time service - effects on the calculation of entitlement ... *277*
CHAPTER II - RETIREMENT PENSION AND LEAVING ALLOWANCE ... **279**
Section 1 - RETIREMENT PENSION ... **279**
Article 7 - Conditions of entitlement ... *279*
Article 8 - Age of entitlement, deferred pension and early pension ... *279*
Article 9 - Commencement and cessation of entitlement ... *280*
Article 10 - Rate of pension ... *280*
Section 2 - LEAVING ALLOWANCE ... **282**
Article 11 – Leaving allowance ... *282*
Section 3 - INWARD AND OUTWARD TRANSFER OF PENSION RIGHTS ... **283**
Article 12 – Inward and outward transfer of pension rights ... *283*
CHAPTER III - INVALIDITY PENSION ... **287**
Article 13 – Conditions of entitlement - Invalidity board ... *287*
Article 14 – Rate of pension ... *290*
Article 15 – Earnings rule ... *291*
Article 16 – Medical examination –Termination of pension ... *291*
Article 17 – Commencement and cessation of entitlement ... *292*
CHAPTER IV - SURVIVOR'S AND REVERSION PENSIONS ... **293**
Article 18 – Conditions of entitlement ... *293*
Article 19 – Rate of pension ... *294*
Article 20 – Reduction for difference in age ... *294*
Article 21 – Remarriage ... *295*
Article 22 – Rights of a former spouse ... *295*
Article 23 – Commencement and cessation of entitlement ... *296*
Article 24 – Incapacitated widower ... *296*
CHAPTER V - ORPHAN'S PENSION AND DEPENDANT'S PENSION ... **297**
Article 25 – Rate of orphan's pension ... *297*
Article 25bis – Rate of pension for other dependants ... *298*
Article 26 – Commencement and cessation of entitlement ... *298*
Article 27 – Beneficiaries of more than one category ... *298*
CHAPTER VI - FAMILY ALLOWANCES ... **302**
Article 28 – General Provisions ... *302*
CHAPTER VII - CEILING ON BENEFITS ... **304**
Article 29 – Ceiling on benefits for surviving spouse, former spouse(s), orphans and/or dependants ... *304*
CHAPTER VIII - PROVISIONAL PENSIONS ... **306**
Article 30 – Conditions of entitlement ... *306*
CHAPTER IX - DETERMINATION OF THE AMOUNTS OF BENEFITS ... **307**
Section 1 - ASSESSMENT OF ENTITLEMENT ... **307**
Article 31 – Organisation responsible for the assessment ... *307*
Article 32 – No double entitlement ... *307*
Article 33 – Basis of calculation ... *308*
Article 34 – Re-assessment – cancellation ... *310*

Article 35 – Requirement of evidence - forfeiture of rights *310*
Section 2 - ADJUSTMENT OF BENEFITS **311**
Article 36 – Adjustment of benefits *311*
Section 3 - PAYMENT OF BENEFITS **313**
Article 37 – Mode of payment *313*
Article 38 – Sums owed to the organisation *313*
Article 39 – Right of subrogation *313*

CHAPTER X - FINANCING THE PENSION SCHEME **314**
Article 40 – Charge on budgets *314*
Article 41 – Staff member's contribution - costing the scheme *314*

CHAPTER XI - PROVISIONS RELATING TO THE ADJUSTMENT OF PENSIONS **316**
Article 42 - Pensions which are subject to national tax legislation *316*

CHAPTER XII - TRANSITIONAL ARRANGEMENTS APPLICABLE TO STAFF WHOSE SERVICE BEGAN BEFORE 1st JULY 1974 ..... **320**
Section 1 - STAFF WHOSE SERVICE DID NOT TERMINATE BEFORE 1st JANUARY 1973 ..... **320**
Article 43 - Scope *320*
Article 44 - Pension with credit for past service *321*
Article 45 - Pension without credit for past service *327*
Article 46 - Bonus for service after the age of sixty *327*
Article 47 - Compensation for loss of previous pension rights *329*
Article 48 - Provident Fund *335*
Section 2 - STAFF WHOSE SERVICE TERMINATED BEFORE 1st JANUARY 1973 ..... **336**
Article 49 - Scope *336*
Section 3 - HARDSHIP ALLOWANCE **338**
Article 50 - Hardship Allowance *338*

CHAPTER XIII - FINAL PROVISIONS **339**
Article 51 – Co-ordination *339*
Article 52 – Detailed implementation *339*
Article 53 – Entry into force *339*

APPENDIX 1 ..... **340**

APPENDIX 2 ..... **342**

ANNEX X bis – RULES OF THE NEW PENSION SCHEME (NPS) **343**
TABLE OF CONTENTS **343**

CHAPTER I - GENERAL PROVISIONS **345**
Article 1 – Scope *345*
Article 2 - Deferred entitlement *345*
Article 3 - Definition of salary *346*
Article 4 - Definition of service conferring entitlement to benefits *346*
Article 5 - Calculation of service conferring entitlement to benefits *348*
Article 6 - Reckonable years of service *351*
Article 6bis -Part-time service - effects on the calculation of entitlement *352*

CHAPTER II - RETIREMENT PENSION AND LEAVING ALLOWANCE **354**
Section 1 - RETIREMENT PENSION **354**
Article 7 - Conditions of entitlement *354*
Article 8 - Age of entitlement, deferred or early pension *354*
Article 9 - Commencement and cessation of entitlement *357*
Article 10 - Rate of pension *357*
Section 2 - LEAVING ALLOWANCE **358**
Article 11 - Leaving allowance *358*
Section 3 - INWARD AND OUTWARD TRANSFER OF PENSION RIGHTS **359**
Article 12 - Inward and outward transfer of pension rights *359*

CHAPTER III - INVALIDITY PENSION **364**

Article 13 - Conditions of entitlement - Invalidity Board *364*
Article 14 - Rate of pension *367*
Article 15 - Concurrent earnings *367*
Article 16 - Medical examination - termination of pension *368*
Article 17 - Commencement and cessation of entitlement *369*

CHAPTER IV - SURVIVOR'S AND REVERSION PENSIONS **370**
Article 18 - Conditions of entitlement *370*
Article 19 - Rate of pension *371*
Article 20 - Reduction for difference in age *371*
Article 21 – Remarriage *372*
Article 22 - Rights of a former spouse *372*
Article 23 - Commencement and cessation of entitlement *373*

CHAPTER V - ORPHAN'S OR DEPENDANT'S PENSION **374**
Article 24 - Rate of orphan's pension *374*
Article 25 - Rate of pension for other dependants *375*
Article 26 - Commencement and cessation of entitlement *375*
Article 27 - Beneficiaries of more than one category *375*

CHAPTER VI - FAMILY ALLOWANCES **379**
Article 28 – Provisions applicable to staff members appointed before 1 January 2017 ..... *379*
Article 28bis – Provisions applicable to staff members appointed as of 1 January 2017 ..... *380*

CHAPTER VII CEILING ON BENEFITS **382**
Article 29 – Ceiling on benefits *382*

CHAPTER VIII - PROVISIONAL PENSIONS **384**
Article 30 - Conditions of entitlement *384*

CHAPTER IX - DETERMINATION OF THE AMOUNTS OF BENEFITS **385**
Section 1 - ASSESSMENT OF ENTITLEMENT **385**
Article 31 - Organisation responsible for the assessment *385*
Article 32 - No double entitlement *385*
Article 33 - Basis of calculation *386*
Article 34 - Re-assessment – cancellation *387*
Article 35 - Requirement of evidence - forfeiture of rights *387*
Section 2 - ADJUSTMENT OF PENSIONS **389**
Article 36 - Adjustment of pensions *389*
Section 3 - PAYMENT OF BENEFITS **391**
Article 37 - Mode of payment *391*
Article 38 - Sums owed to the organisation *391*
Article 39 - Right of subrogation *391*

CHAPTER X - FINANCING THE PENSION SCHEME **392**
Article 40 - Charge on budgets *392*
Article 41 - Staff member's contribution - costing the scheme *392*

CHAPTER XI - PROVISIONS RELATING TO THE ADJUSTMENT OF PENSIONS **394**
Article 42 - Pensions which are subject to national tax legislation *394*

CHAPTER XII - FINAL PROVISIONS **397**
Article 43 – Pensions administrative committee of the co-ordinated organisations (PACCO) *397*
Article 44 – Detailed implementation *397*
Article 45 – Entry into force *397*

APPENDIX 1 ..... **398**

ANNEX X ter – RULES OF THE THIRD PENSION SCHEME (TPS) **399**
TABLE OF CONTENTS **399**

CHAPTER I - GENERAL PROVISIONS **401**

Article 1 – Scope ... *401*
Article 2 - Deferred entitlement ... *401*
Article 3 - Definition of salary ... *402*
Article 4 - Definition of service conferring entitlement to benefits ... *402*
Article 5 – Calculation of service conferring entitlement to benefits ... *404*
Article 6 – Reckonable years of service ... *406*
Article 6bis - Part-time service - effects on the calculation of entitlement ... *407*

CHAPTER II - RETIREMENT PENSION AND LEAVING ALLOWANCE ... **409**
SECTION 1: RETIREMENT PENSION ... **409**
Article 7 – Conditions of entitlement ... *409*
Article 8 - Age of entitlement (pensionable age), deferred or early pension ... *409*
Article 9 - Commencement and cessation of entitlement ... *410*
Article 10 – Rate of pension ... *410*
Article 10 BIS – Partial lump sum at retirement ... *411*
SECTION 2: Leaving allowance ... **413**
Article 11 – Leaving allowance ... *413*
SECTION 3: INWARD AND OUTWARD TRANSFER OF PENSION RIGHTS ... **414**
Article 12 – Inward and outward transfer of pension rights ... *414*

CHAPTER III - INVALIDITY PENSION ... **419**
Article 13 - Conditions of entitlement - Invalidity Board ... *419*
Article 14 - Rate of pension ... *422*
Article 15 - Concurrent earnings ... *422*
Article 16 - Medical examination - termination of pension ... *423*
Article 17 - Commencement and cessation of entitlement ... *424*

CHAPTER IV - SURVIVOR'S AND REVERSION PENSIONS ... **425**
Article 18 - Conditions of entitlement ... *425*
Article 19 – Rate of pension ... *426*
Article 20 - Reduction for difference in age ... *426*
Article 21 – Remarriage ... *427*
Article 22 - Rights of a former spouse ... *427*
Article 23 - Commencement and cessation of entitlement ... *428*

CHAPTER V - ORPHAN'S OR DEPENDANT'S PENSION ... **429**
Article 24 - Rate of orphan's pension ... *429*
Article 25 - Rate of pension for other dependants ... *430*
Article 26 - Commencement and cessation of entitlement ... *430*
Article 27 - Beneficiaries of more than one category ... *430*

CHAPTER VI - FAMILY ALLOWANCES ... **434**
Article 28– General provisions ... *434*

CHAPTER VII - CEILING ON BENEFITS ... **436**
Article 29 – Ceiling on benefits ... *436*

CHAPTER VIII - PROVISIONAL PENSIONS ... **438**
Article 30 - Conditions of entitlement ... *438*

CHAPTER IX - DETERMINATION OF THE AMOUNTS OF BENEFITS ... **439**
SECTION 1: ASSESSMENT OF ENTITLEMENT ... **439**
Article 31 –Modalities of the assessment ... *439*
Article 32 - No double entitlement ... *439*
Article 33 – Basis of calculation ... *439*
Article 34 – Re-assessment – Cancellation ... *441*
Article 35 - Requirement of evidence - forfeiture of rights ... *441*
SECTION 2: ADJUSTMENT OF PENSIONS ... **442**
Article 36 - Adjustment of pensions ... *442*

SECTION 3: PAYMENT OF BENEFITS **444**
Article 37 - Mode of payment *444*
Article 38 - Sums owed to the Organisation *444*
Article 39 - Right of subrogation *444*
CHAPTER X - FINANCING THE THIRD PENSION SCHEME **445**
Article 40 - Charge to the budget *445*
Article 41 - Contribution of officials to the TPS - costing the scheme *445*
CHAPTER XI - PROVISIONS RELATING TO THE ADJUSTMENT OF PENSIONS **448**
Article 42 - Pensions which are subject to national tax legislation *448*
CHAPTER XII - FINAL PROVISIONS **451**
Article 43 – Pensions administrative committee of the Co-ordinated Organisations (PACCO) *451*
Article 44 – Detailed implementation *451*
Article 45 – Entry into force *451*
APPENDIX 1 – SPECIAL PROVISIONS APPLICABLE TO OFFICIALS APPOINTED PRIOR TO 1 JULY 2025 OPTING IN TO THE TPS **452**
ANNEX XI - RULES APPLICABLE TO OFFICIALS SERVING IN CENTRAL AND EASTERN EUROPEAN COUNTRIES **456**
ANNEX XII - DECISION OF THE SECRETARY-GENERAL ON THE PROTECTION OF INDIVIDUALS WITH REGARD TO THE PROCESSING OF THEIR PERSONAL DATA **457**
ANNEX XIII - REGULATIONS CONCERNING THE CO-ORDINATION SYSTEM **465**
Article 1 ..... *465*
Article 2 ..... *465*
Article 3 ..... *466*
Article 4 ..... *466*
Article 5 ..... *466*
Article 6 ..... *466*
Article 7 ..... *467*
Article 8 ..... *467*
Article 9 ..... *467*
Article 10 ..... *468*
ANNEX XIV - COVER FOR HEALTH CARE EXPENSES UNDER REGULATION 17 a) **469**
Appendix 1 to Annex XIV **480**
Appendix 2 to Annex XIV **483**
Annex to Appendix 2 ..... **487**
ANNEX XV - CONTRIBUTION RATES APPLICABLE TO AFFILIATES TO THE MEDICAL AND SOCIAL SYSTEM **488**
ANNEX XVI - DECISION OF THE SECRETARY-GENERAL ON MEDIATION **489**
ANNEX XVII - DISTINCTION BETWEEN DOCTORS **493**
ANNEX XVIII - SPECIAL LEAVE **494**
ANNEX XIX – RENT ALLOWANCE **497**
ANNEX XX - DECISION OF THE SECRETARY-GENERAL ON CONFLICT AND HARASSMENT PREVENTION AND RESOLUTION **499**
INTRODUCTION: PREVENTING AND DEALING WITH HARASSMENT AT THE OECD **499**
PART I: PROHIBITION OF PERSONAL HARASSMENT, SEXUAL HARASSMENT AND ABUSE OF AUTHORITY **500**
PART II: RESOLUTION PROCEDURES **503**
PART III: ROLES AND RESPONSIBILITIES IN PREVENTING AND ADDRESSING HARASSMENT **505**
ANNEX XX bis - DECISION OF THE SECRETARY-GENERAL ON PREVENTION AND RESPONSE TO SEXUAL EXPLOITATION AND ABUSE (SEA) **507**
INTRODUCTION: PREVENTING AND ADDRESSING SEXUAL MISCONDUCT AT THE OECD **507**
PART I: PROHIBITION OF SEXUAL EXPLOITATION AND ABUSE **508**

PART II: REPORT OF SEA ALLEGATIONS, RESPONSE PROCEDURE AND REFERRAL TO DONORS AND NATIONAL AUTHORITIES 509

ANNEX XXI - VOLUNTARY EARLY RETIREMENT STATUS FOR MAINTENANCE STAFF 511

ANNEX XXII - DECISION OF THE SECRETARY-GENERAL ON THE INTELLECTUAL PROPERTYRIGHTS 513

ANNEX XXIII - RULES APPLICABLE TO OFFICIALS SERVING OUTSIDE THE HEADQUARTERS 515

ANNEX XXIV - DECISION OF THE SECRETARY-GENERAL ON TELEWORKING 533

ANNEX XXV - DECISION OF THE SECRETARY-GENERAL CONCERNING THE INVESTIGATION PROCEDURE WITHIN THE ORGANISATION 537

ANNEX XXVI - DECISION OF THE SECRETARY-GENERAL ON PERFORMANCE MANAGEMENT PROCEDURES 544

ANNEX XXVII - DECISION OF THE SECRETARY-GENERAL ON THE ROLE AND FUNCTIONS OF THE HEAD OF ETHICS 552

ANNEX XXVIII - DECISION OF THE SECRETARY-GENERAL ON THE POLICY ON PROTECTION AGAINST RETALIATION FOR REPORTING MISCONDUCT (WHISTLEBLOWER PROTECTION POLICY) 555

ANNEX XXIX – DECISION OF THE SECRETARY-GENERAL ON THE EXTERNAL ACTIVITIES APPROVAL PROCEDURE 559

ANNEX XXX – DECISION OF THE SECRETARY-GENERAL ON OECD CODE OF CONDUCT 563

Table of Contents 563

1 Introduction 564

2 Independence and International Character 565

2.1 Working for an International Organisation 565

2.1.1 Interacting with Member Countries and Permanent Delegations 565

2.1.2 Dealing with third party entities 565

2.1.3 External activities 566

2.1.4 Accepting awards, honours or other distinctions 566

2.1.5 Accepting gifts, hospitality, remuneration and other benefits from external sources 566

3 Integrity and Loyalty 568

3.1 Integrity and Loyalty to the Organisation 568

3.2 Acting with objectivity and impartiality 568

3.3 Use of the Organisation's resources 568

3.4 Conflicts of Interest 569

3.4.1 Upon joining the Organisation 569

3.4.2 Prior to leaving the Organisation 569

3.4.3 Post-employment 569

3.5 Misconduct 570

3.5.1 Fraud and corruption 570

3.5.2 Reporting Other Forms of Misconduct 570

3.5.3 Reporting Matters Unaddressed by the Organisation and Allegations Against Unclassified Staff 570

3.6 Non-retaliation and duty to cooperate 571

4 Tact and Discretion 572

4.1 Tact, discretion and confidentiality 572

4.1.1 Public statements and publications 572

4.1.2 Seeking or holding public office 573

4.1.3 Other Political or Politically Sensitive Activities 573

5 Basic Individual Rights and Rights of Association 574

5.1 Courtesy, respect, human dignity and non-discrimination 574

5.1.1 Inappropriate interpersonal interactions 574

5.1.2 Respectful communication 575

5.1.3 Managing interpersonal conflicts 575

5.1.4 Healthy and safe working environment 575

5.1.5 Sexual Exploitation and Sexual Abuse (SEA) 575

5.1.6 Conduct in private life and respect of privacy 576

5.1.7 Personal Data Protection 576

6 Protection in the Performance of Duties 577

6.1 Privileges and immunities and Requests for assistance 577

6.2 Complying with national laws 577

7 Obligations and consequences 578

7.1 Duty to comply 578

7.1.1 Consequences of non-compliance 578

8 Final Provisions 579

STAFF REGULATIONS, RULES AND INSTRUCTIONS

PREAMBLE

REGULATIONS

The Staff Regulations set out the fundamental conditions of service, namely the duties and obligations as well as the basic rights of the staff of the Organisation, as approved by the Council in conformity with Article 11.1 of the Convention on the Organisation for Economic Co-operation and Development. They set forth the broad principles of staff policy which is designed to enable officials wherever possible to make a career within the Organisation. The means for implementing the Regulations shall be determined by Rules and Instructions of the Secretary- General, which will require approval by the Council in the cases specified in the Regulations.

Instruction

100/1 *The Staff Instructions set out conditions of service not specified in the Staff Regulations or Rules; they lay down certain rules of application of the Staff Regulations and Rules and procedures of staff management and indicate certain staff policies that the Secretary-General has decided to follow.*

100/2

a) In the Staff Regulations, Rules and Instructions, references to "officials" apply equally to men and women except when it is clear from the context that they are intended to apply only to men or only to women.

b) In order to promote gender equality, officials are encouraged to: i) take into account the person's gender when addressing or referring to him or her and; ii) use the relevant feminine or masculine form of titles or functions where such a form exists.

Title I - SCOPE OF APPLICATION AND GENERAL PROVISIONS (Regulation 1)

REGULATION 1

a) These Regulations shall apply to all persons employed by the Organisation whose letter of appointment states that they are officials of the Organisation (hereinafter "officials").

b) Subject to approval by the Council, the Secretary-General may adapt these Regulations in their application to any officials serving elsewhere than at the headquarters of the Organisation.

c) These Regulations shall not apply to other categories of staff employed by the Organisation except to the extent determined by the Council.

Last update: January 2011

Instructions

101/1 *The powers vested in the Secretary-General by the provisions of Article 11.1 of the Convention on the Organisation for Economic Co-operation and Development, or by the provisions of the Staff Regulations, Rules and Instructions, may be exercised by a Deputy Secretary-General designated by the Secretary-General. In the exercise of such powers, the Deputy Secretary-General shall be deemed to act on behalf of the Secretary-General. In the absence or impediment of the Secretary-General, his/her powers may be exercised by a Deputy Secretary-General.*

101/2 *An official on whom powers are conferred by these Instructions with respect to specific matters shall be deemed to act, in the exercise of such powers, on behalf of the Secretary-General.*

101/2.0 *In the absence or impediment of one or more of the Deputy Secretaries-General or of another official to whom functions are conferred by the Staff Instructions, the Secretary-General may designate another official to carry out these functions.*

101/2.1 *In the absence or impediment of the Executive Director, the functions conferred on him/her by the Staff Instructions shall be carried out by the Head of Human Resource Management.*

101/2.2 *In the absence or impediment of the Head of Human Resource Management, the functions conferred on him/her by the Staff Instructions shall be exercised by the official he/she has designated for this purpose.*

101/2.3 *With a view to strengthening the substantive and administrative cooperation between the International Energy Agency (IEA) and the Organisation, provided for in the Decision of the Council establishing an IEA of the Organisation dated 15th November 1974, and with the understanding that such cooperation shall be mutually beneficial, the Executive Director of the IEA by delegated authority from the Secretary-General of the OECD will decide on the selection of officials assigned to the Agency, the duration and renewal of their appointments, their promotion and their reassignment within the Agency, as well as their requests to engage in external activities. The decisions of the IEA Executive Director on those matters shall be taken in accordance with these Staff Regulations, Rules and Instructions, as complemented by decisions and policies made by the Secretary-General or under his authority.*

Last update: March 2024

101/2.4 *A director on whom powers or functions are conferred by these Staff Regulations, Rules and Instructions may delegate part or all of these powers or functions to the official he/she shall designate*

for this purpose. In the absence or impediment of the director, the powers and functions conferred on him/her by these Staff Regulations, Rules and Instructions shall be carried out by his/her deputy or the official he/she has designated for this purpose.

Last update: January 2011

101/2.5 *In cases where an administrative structure is not headed by a director, the powers and functions conferred on a director by these Staff Regulations, Rules and Instructions shall be carried out by the Head of that structure.*

Last update: January 2011

101/3 *Any requests or complaints concerning the application or interpretation of the Staff Regulations, Rules and Instructions should be addressed to the Head of Human Resource Management.*

Last update: September 99

101/4 *The decision of the Secretary-General on the Protection of Individuals with regard to the Processing of their Personal Data is annexed to, and form an integral part of these Instructions.*

Last update: September 2019

Title II - BASIC PRINCIPLES, RIGHTS AND DUTIES

CHAPTER I - INDEPENDENCE AND INTERNATIONAL CHARACTER (Regulation 2)

REGULATION 2

a) **The duties of officials of the Organisation are international in character. Officials are subject to the authority of the Secretary- General, to whom they are responsible for the discharge of their duties.**

b) **Officials shall carry out their duties and regulate their conduct always bearing in mind the interests of the Organisation and the international character of their duties.**

c) **Officials shall neither seek nor accept from any Member country of the Organisation or any source external to the Organisation any instructions. Unless authorised to do so, they shall neither seek nor accept, any:**

- **i. gratuity or benefit in connection with their official duties or by reason of their status as an official of the Organisation;**
- **ii. honorary distinction;**
- **iii. or remuneration.**

Last update: October 2002

The Instructions regarding the implementation of Regulation 2 are set out in the Code of Conduct.

Last update: March 2025

CHAPTER II - INTEGRITY AND LOYALTY (Regulation 3)

REGULATION 3

a) Officials shall:

i) carry out their duties in accordance with the highest standards of integrity and loyalty;

ii) conduct themselves with objectivity and impartiality and avoid any conflict of interest, or appearance of conflict of interest, in the performance of their duties;

iii) carefully manage the resources of the Organisation for which they are responsible;

iv) not use the Organisation's resources for their own personal benefit or for the benefit of third parties;

v) report any fraud, corruption or misuse of the Organisation's resources;

vi) not use their position within the Organisation, its name or logo or any information acquired in the course of their official duties to obtain undue benefits for themselves or third parties, or for any other inappropriate purpose.

b) Officials shall not be subject to any form of retaliation or prejudice as a result of disclosure in accordance with Regulation 3 a) v) and any related instructions.

Last update: October 2002

The Instructions regarding the implementation of Regulation 3 are set out in the Code of Conduct.

Last updated: March 2025

CHAPTER III - TACT AND DISCRETION (Regulation 4)

REGULATION 4

Officials shall:

a) carry out their official duties and conduct themselves with the tact and discretion that the international character of their duties and the interests of the Organisation require;

b) refrain from any act which may harm the reputation of the Organisation or its officials;

c) refrain from seeking or holding public office, unless authorised by the Secretary-General;

d) refrain from publicly doing, stating or publishing anything incompatible with their duties or obligations or liable to involve the responsibility of the Organisation;

e) make public statements concerning the Organisation or its activities only with permission from the Organisation;

f) protect the confidentiality of sensitive, unpublished information that has come to their attention in the course of their official duties;

g) continue to be bound by the obligation referred to in f) above after leaving the Organisation.

Last update: October 2002

The Instructions regarding the implementation of Regulation 4 are set out in the Code of Conduct.

Last update: March 2025

CHAPTER IV - BASIC INDIVIDUAL RIGHTS AND RIGHTS OF ASSOCIATION (Regulation 5)

REGULATION 5

a) Officials shall not be subject to any discrimination on the grounds of racial or ethnic origin, nationality, opinions or beliefs, gender, sexual orientation, health or disabilities[1,2].

b) Officials are entitled to be treated with courtesy, dignity and respect[3].

c) Officials are entitled to respect for their privacy.

d) Professionally, officials have the right to express dissenting opinions in an appropriate fashion within the Organisation.

e) Officials are entitled to exercise the right to organise, and are in particular free to form trade unions and staff bodies within the Organisation and to join and become officials of such bodies.

f) All officials shall respect these rights in the course of their official duties and in their behaviour with other officials.

The Instructions regarding the implementation of Regulation 5 are set out in the Code of Conduct.

Last update: March 2025

[1] The Organisation may nevertheless grant expatriation benefits, take measures designed to ensure gender balance or the equitable distribution of posts among nationals of Members of the Organisation, or require that officials possess the degree of physical fitness needed for their post.

[2] For the purposes of the present Staff Regulations, Rules and Instructions, partnerships organising the conditions of a marital relationship registered with a national public authority shall be considered as marriage provided that all the conditions set out in Rule 16/0 (bis) are fulfilled.
Last update: January 2008

[3] The Organisation's policy and guidelines on combating harassment, a particularly serious violation of the right to courtesy, dignity and respect, are set out in Annex XX of the Staff Regulations.

CHAPTER V - PROTECTION OF OFFICIALS IN THE PERFORMANCE OF THEIR DUTIES (Regulation 5bis)

REGULATION 5bis

a) Officials shall be entitled to the Organisation's protection in the performance of their duties. They shall continue to enjoy such protection after they have left the Organisation.

b) Officials enjoy certain privileges, immunities and facilities which are granted in the interests of the Organisation and not for the personal benefit of the individuals concerned. In particular, they shall not excuse officials from the performance of their private obligations or from the strict observance of law.

Last update: October 2002

The Instructions regarding the implementation of Regulation 5bis are set out in the Code of Conduct.

Last update: March 2025

Title III - APPOINTMENT, SELECTION, REASSIGNMENTS, PROMOTIONS AND END OF APPOINTMENT

CHAPTER I – APPOINTMENT (Regulation 6)

REGULATION 6

a) The Secretary-General shall appoint the officials of the Organisation pursuant to Article 11 of the Convention for Economic Co-operation and Development.

b) Unless the Council decides otherwise, only nationals of Members of the Organisation shall be appointed as officials[1]

Last update: March 2020

1 By decision of the Council, persons who are not nationals of a Member of the Organisation may be appointed as officials only in the following programmes and services and under the following conditions:

- The Secretariat of the European Conference of Ministers of Transport (ECMT), now International Transport Forum (ITF) (Council meeting of 27 May 1993, document C(93)73/FINAL): the nationals of any Member of the ECMT/ ITF.
- The Secretariat of the Sahel and West Africa Club (SWAC) (Council meeting of 1 December 2010, documents C(2010)165/REV1, C(2010)165/REV1/CORR1 and C/M(2010)23/PROV, Memorandum of Understanding of 8 March 2011): the nationals of any Member of the SWAC and of International Organisations which participate in the SWAC.
- The Secretariat of the Joint OECD-ITF Transport Research Centre (JTRC) (Council meeting of 26 June 2003, document C(2003)128/FINAL): the nationals of any Member of the ECMT/ITF.
- The Secretariat of the Financial Action Task Force (FATF) (approved by the Council under the written procedure on 9 December 2005, documents C(2005)168 and C/M(2005)25): the nationals of any Member of the FATF.
- The Secretariat of the Partnership in Statistics for Development in the 21st Century (PARIS21), and of the PARIS21 satellite programmes (Council meeting of 12 June 2007, documents C(2007)26/REV2 and C/M(2007)10): the nationals of countries eligible to receive Official Development Assistance (ODA), as set out by the Development Assistance Committee (DAC List of ODA Recipients).
- The Secretariat of the Global Forum on Transparency and Exchange of Information for Tax Purposes (the Global Forum) (Council meeting of 17 September 2009, document C(2009)122/FINAL): nationals of any Member of the Global Forum.
- The Secretariat of the International Partnership for Energy Efficiency Cooperation (IPEEC), hosted by the IEA (Council meeting of 13 April 2011, documents C(2011)67/REV1 and C/M(2011)7): nationals of any Member of the IPEEC.
- The Secretariat of the Development Centre (Council meeting of 14 October 2014, documents C(2014)79 and C/M(2014)11): nationals of any Member of the Development Centre.
- The Secretariat of the OECD Nuclear Energy Agency (NEA) (Council meetings of 26 May 2015 and 17 May 2017, and written procedure concluded on 17 July 2020, documents C(2015)32, C(2017)67, C(2020)83, C/M(2015)12/REV1, C/M(2017)9) and C/M(2020)6: nationals of Argentina, Bulgaria, the Russian Federation and Romania.
- The Secretariat of the Task Force for the Implementation of the Environmental Action Programme for Central and Eastern Europe (EAP Task Force) (Council meeting of 11 May 2016, documents C(2016)26/REV1 and C/M(2016)8: nationals of countries currently participating in the EAP Task Force (Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyz Republic, Republic of Moldova, Russian Federation, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan) and who have the required experience and knowledge of the Eastern Europe, Caucasus and Central Asia (EECCA) countries.
- The Secretariat of the Clean Energy Ministerial (CEM) at the International Energy Agency (IEA) (Council meeting of 27 September 2016, documents C(2016)126 and C/M(2016)13): nationals of non-Member countries participating in the CEM.
- The Centre for Tax Policy and Administration to perform functions related to the BEPS Project and TIWB Initiative (Council meeting of 12 July 2017, documents C(2017)34/REV1 and C/M(2017)13): nationals of Associates of the Inclusive Framework on BEPS.
- The Secretariat of Anti-Corruption network for Eastern Europe and Central Asia (ACN) in DAF/ACD (Council meeting of 25 May 2018, documents C(2018)85/REV2 and C/M(2018)14): nationals of non-Member countries participating in the ACN.
- The Secretariat supporting the Methodology for Assessing Procurement Systems (MAPS), (Council meeting of 11 December 2019, documents C(2019)59/REV2 and C/M(2019)17): nationals of non-OECD Member countries eligible to receive Official Development Assistance (ODA), as set out in the list established by the Development Assistance Committee.
- The Secretariat of the Energy Efficiency Hub (Hub) at the International Energy Agency (IEA) (Council meeting of 5 February 2020, documents C(2020)7 and its C(2020)7/CORR1 and C/M(2020)3): nationals of non-OECD Member countries participating in the Hub.
- The Secretariat of the International Forum on Total Official Support for Sustainable Development (IFT) (Council meeting of 14 September 2023, documents C(2023)100 and C/M(2023)12): the nationals of any Member of the IFT.
- The Directorate for Science, Technology and Innovation for the purposes of the Integrated Partnership on Artificial Intelligence (AI) (Council meeting of 10-11 July 2024, documents C(2024)109 and C/M(2024)8): nationals of Associates in the Integrated Partnership on Artificial Intelligence Project.
- The Secretariat of the Climate Club (Council meeting of 16-17 December 2024, documents C(2024)190/REV1 and C/M(2024)13): nationals of Climate Club members that are non-OECD member countries.

In case a national of a non-OECD Member were to be appointed to work in one of the above-mentioned programmes or services, he/she may not be selected for functions to be performed in any other services of the Organisation for which the Council has not granted any exception in respect of his/her nationality.

CHAPTER II – SELECTION (Regulation 7)

REGULATION 7

a) In selecting officials, the Secretary-General shall give primary consideration to the necessity to obtain staff of the highest standards of competence and integrity.

b) The Secretary-General shall provide, so far as possible, for an equitable allocation of functions among the nationals of Members of the Organisation and balanced gender representation, in particular as regards senior management functions.

c) Officials are required to be medically fit for the performance of the functions assigned to them.

Last update: January 2011

Rule

7/1

a) The Secretary-General shall provide for a competitive standard procedure for the selection of officials to fulfil functions within the Organisation. The Secretary-General may apply simplified selection procedures for specific functions that are not anticipated to be required on the long term, are likely to be best filled internally, require to be filled urgently, or that are to be filled in the framework of an agreement with a national administration or an intergovernmental organisation. Such standard and simplified procedures shall be specified in Instructions of the Secretary-General.

b) Notwithstanding paragraph a) above, the Secretary-General may fill the following functions by direct selection:

i) the functions of Chief of Staff and Deputy Chief of Staff; and

ii) in exceptional circumstances, that is to say where there is an outstanding candidate or where a very quick decision needs to be made, other functions, including those of Executive Director and Chief Economist.

Such direct selections shall be done in respect of the principles set forth in Staff Regulation 7[4].

c) Any person who has served as permanent representative or deputy permanent representative of a Member of the Organisation shall not be employed in any capacity by the Organisation nor enter into any contractual relationship with the Organisation, for a period of twelve months from the date of the cessation of his/her functions.

Last update: January 2011

General

Instructions

107/1

a) For the purposes of these Regulations, Rules and Instructions, the following terms shall be understood as follows:

- *Selection: decision by which a person is chosen to fulfil functions within the Organisation;*

[4] See C/M(2010)24, Item 283.

- *Appointment: decision by which a person is appointed as an official;*
- *Assignment : decision by which an official is assigned to functions;*
- *Reassignment: decision by which an official is assigned to new functions;*
- *Promotion: decision by which an official is reassigned, pursuant to a selection procedure or by direct reassignment, and such reassignment entails:*
  - *a higher grade within the same category or job family, or a grade in another job family with a higher salary; or*
  - *a higher grade, as reflected in the equivalency table in the appendix to Annex V, if moving from the category based grading structure (see Staff Rule 10/1) to the job family based grading structure (see Staff Rule 10/1bis);*
- *Close family member: the spouse or co-habitee of the official and any person having the following kinship with the official or their spouse or co-habitee: ascendant, descendant, brother, sister, uncle, aunt, first cousin, nephew, niece and in-law;*
- *Executive officials: officials in grades A5 and EL1;*
- *Senior executive officials: officials in grades A6 and A7 and EL2-3.*

b) For the purposes of these Regulations, Rules and Instructions, where reference is made in an Instruction to a grade in the A category, it shall be understood as including the same grade in the L category.

107/2 *Unless otherwise decided by the Secretary-General, the selection procedures shall be open to internal and external candidates.*

Last update: October 2023

Standard selection procedure

Instructions

107/3 *At least three weeks before the selection procedure is initiated, a vacancy notice shall be published internally and externally. This notice shall describe the functions to be performed, the job family and grade attached to these functions, the requirements to be met by the candidates, the documents to be provided in support of the applications and the deadline for filing the applications.*

107/4 *After the expiration of the period for the filing of applications, a short list of candidates shall be drawn up by the hiring Director in agreement with the Head of Human Resource Management. For the selection of executive or senior executive officials, the Secretary-General shall approve any such list. For the preparation of this list, the candidates may be asked to take a written examination and/or other tests.*

Last update: October 2023

Selection panel

Instructions

107/5 *All short-listed candidates shall be invited for an interview with a Selection Panel, the composition of which shall be drawn up by the hiring Director, in agreement with the Head of Human Resource Management. For the selection of executive or senior executive officials, the Secretary-General should approve any such composition.*

107/6 *The Selection Panel shall assess the candidates and list those candidates considered as suitable for selection for the vacant functions. All such listed candidates will be deemed to have successfully completed the standard selection procedure and may be selected for the performance of other identical or comparable functions.*

Last update: October 2023

Selection decision

Instructions

107/7 *The selection decision shall be taken by the hiring Director, after consultation with the Head of Human Resource Management; except for executive and senior executive officials, for whom the decision shall be taken by the Secretary-General, after consultation with the hiring Director and the Head of Human Resource Management.*

107/8 *Before any offer of appointment is made to a selected candidate, the hiring Directorate or Service in consultation with the Human Resource Management Service shall check the professional references of this candidate.*

107/9 *Prior to the selection decision, the relevant advisory body shall be consulted on the regularity of the procedure.*

107/10 *Prior to being appointed as an official, the selected candidate must undergo a medical examination on the basis of which the Medical Officer of the Organisation shall determine whether such candidate satisfies the standards of medical fitness required for the exercise of the functions he will be called upon to perform.*

107/11 *If the selected candidate does not accept the offer of appointment or does not meet the medical fitness requirements, or vacates the functions for any reason within twenty-four months of the date on which he/she took them up, such functions may be filled in accordance with Instruction 107/12.*

107/12 *A candidate listed as suitable for selection by a panel may be selected, within a period of twenty-four months as from the date of this list, to fulfil other identical or comparable functions in accordance with Instruction 107/7, without launching a new selection procedure.*

Last update: October 2023

Simplified selection procedures

Instructions

107/13 *The Head of Human Resource Management may, at the justified request of the hiring Director, authorise the use of a simplified selection procedure in the following cases:*

a) the functions require specific qualifications or experience that are less likely to be available outside the Organisation;

b) an urgent staff need arises from a change in the Programme of Work and Budget, which results in a short delivery time for a given output;

c) an unexpected staff movement could jeopardise the timely delivery of an output result;

d) a project is expected to be completed within twenty four months;

e) pursuant to a framework agreement with a national administration or an intergovernmental organisation, a person from such administration or organisation is to work for the OECD as an official for a minimum of twelve months and a maximum of thirty-six months.

107/14 *In cases falling under Instruction 107/13 a), the rules governing the standard selection procedure shall apply, subject to the following exceptions:*

a) the vacancy notice shall be published only internally and at least two weeks before the initiation of the selection procedure;

b) may only apply those officials who have been selected pursuant to a standard selection procedure[5] *or who*

[5] Those officials in service at the time of the entry into force of this Instruction:

have undergone such procedure and have been considered qualified for selection by a Selection Panel.

107/15 *In cases falling under Instruction 107/13 b), c) or d), the rules governing the standard selection procedure shall apply, subject to the following exceptions:*

a) a description of the functions to be performed shall be submitted by the hiring Director to the Head of Human Resource Management for approval;

b) the Head of Human Resource Management may decide that no vacancy notice shall be published or that it shall be published for a shorter period than provided for under the standard selection procedure;

c) the Head of Human Resource Management may decide that no Selection Panel shall be convened and no advisory body shall be consulted, in which case the qualifications of the candidates shall be assessed by the hiring Director and the Head of Human Resource Management;

d) the appointment or reassignment shall be for a total period not exceeding twenty-four months, including possible renewals.

107/16 *In cases falling under Instruction 107/13 e), the rules governing the standard selection procedure shall apply, subject to the following exceptions:*

a) a description of the functions to be performed shall be submitted by the hiring Director to the Head of Human Resource Management for approval;

b) no vacancy notice shall be published;

c) the Head of Human Resource Management shall request that the names and curriculum vitae of at least three qualified candidates be submitted by the relevant national administration or international organisation;

d) no Selection Panel shall be convened and no advisory body shall be consulted;

e) the qualifications of the candidates shall be assessed by the hiring Director and the Head of Human Resource Management;

f) the appointment shall be for an initial period of at least twelve months and for a total period not exceeding thirty-six months, including possible renewals.

Last update: January 2011

Exceptions

Instructions

107/17 *No person shall be appointed to functions within the Organisation in which they would have authority over, or be under the authority of, a close family member as defined in Instruction 107/1.*

107/18 *A person who is a close family member of another official or member of the staff, shall not be appointed to the latter's Directorate or Service without the permission of the Secretary-General.*

Last update: July 2025

Advisory Bodies

Instructions

107/19 *Unless otherwise specified, where reference is made to "the relevant advisory body", it shall be*

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i. whose appointments resulted from a competitive selection procedure (i.e. an internal and external vacancy was published and the advisory body was consulted on the appointment); or
ii. who hold an open-ended appointment; or
iii. who hold a fixed-term appointment, which is converted into an open-ended appointment within 12 months following the entry into force of this Instruction;

shall be deemed to have been selected under the standard selection procedure.

understood as designating:

a) the Management Review Board for decisions concerning executive or senior executive officials including those taken pursuant to selection procedures for such functions;

b) the Staff Review Board for decisions concerning other officials including those taken pursuant to selection procedures for their functions.

107/20

a) The Management Review Board shall be composed as follows:

Chair:	- *a Deputy Secretary-General;*
Other members:	- *the other Deputy Secretaries-General;* - *the Executive Director of the International Energy Agency (IEA) or its Deputy Executive Director, for cases concerning functions within the IEA;* - *the Executive Director;* - *the Chief of Staff;* - *the Head of Human Resource Management.*

b) A member of the Executive Directorate shall act as Secretary to the Management Review Board.

c) The deliberations of the Management Review Board as to the regularity of the procedure shall be valid when four of its members, including the Chair, are considering the case. In the absence of the Chair, he shall be replaced by the Deputy Secretary-General he has designated to act as Chair.

d) For cases concerning functions within the IEA, the deliberations of the Management Review Board as to the regularity of the procedure shall be valid when four of its members, including the Chair and the Executive Director of the International Energy Agency (IEA) or its Deputy Executive Director are considering the case.

107/21

a) The Staff Review Board shall be composed as follows:

Chair:	- *the Executive Director;*

Other members:	- *four out of twenty officials nominated by the Secretary-General, including:*
	  o *two out of ten officials nominated directly by the Secretary-General;*
	  o *two out of ten officials nominated by the Secretary-General on the proposal by the Staff Association.*

b) For each decision to be reviewed, the Chair shall select the four members to sit on the Board, in accordance with paragraph a) above and Instruction 107/22.

c) A member of the Executive Directorate shall act as Secretary to the Staff Review Board.

d) The deliberations of the Staff Review Board as to the regularity of the procedure shall be valid when three of its members, including the Chair and one member nominated by the Secretary-General on the proposal by the Staff Association, are considering the case.

107/22 *For the application of Instruction 107/21:*

a) The mandate of the members shall be for two years and shall be renewable;

b) A member may not sit on the Staff Review Board when it is considering a decision concerning:

- *the Directorate or Service of which he is an official, or*
- *an official belonging to that Directorate or Service, or*
- *functions for which the member concerned has submitted an application.*

The two first exclusions do not apply to the Executive Director.

c) In the absence of the Chair, he shall be replaced by a member he has designated to act as Chair.

107/23 *The Boards specified in Instruction 107/19 may request any person to attend part of a meeting to obtain any supplementary information useful for the consideration of a case. The proceedings of the Boards shall be confidential. The Boards may deliberate either under a written procedure or in a meeting. A meeting shall be decided at the Chair's initiative or at the request of any member of the Board. The advisory opinion delivered shall be adopted by a majority vote. In case of equal votes, the Chair shall have the casting vote.*

Last update: October 2023

CHAPTER III - TERMS OF APPOINTMENT (Regulation 8)

REGULATION 8

a) Appointments of officials shall be made by a letter of appointment signed by the Secretary-General or the Secretary-General's authorised representative.

b) The letter of appointment shall determine the specific conditions of employment and mention that the appointment is subject to the provisions of these Regulations, Rules and Instructions and of any other rules which are applicable to officials, including amendments which may be made to these Regulations, Rules and Instructions or to the said rules, and that disputes arising from them may only be submitted to the Administrative Tribunal provided for in Regulation 22.

c) No official shall be entitled to any right or benefit not derived from the letter of appointment or from these Regulations, Rules and Instructions or other rules applicable to officials.

Last update: February 2019

Instructions

108/1 *Any person selected for appointment as an official shall:*

a) receive a letter containing an offer of appointment signed by the Secretary-General or the Head of Human Resource Management;

b) have access to the Regulations, Rules and Instructions applicable to officials.

108/2 *In addition to the information specified in Regulation 8, the letter of appointment shall specify in particular:*

i) the functions which the person will be called upon to perform;

ii) the duty station;

iii) the type of appointment;

iv) for fixed-term and executive appointments, the duration of the appointment;

v) the date by which the person is to take up duties;

vi) that the appointment is subject to the condition that the person be found, by the Medical Officer, medically fit to perform the functions to be assigned to him/her;

vii) that the appointment is subject to the condition that the person confirm to having read and acknowledged the standards of conduct applicable to OECD officials, as set out in Title II to these Regulations (Basic principles, rights and duties), and solemnly declare and promise to carry out his or her duties in accordance with these standards;

viii) the duration of the probationary period and its possible extension;

ix) for fixed-term and executive appointments, that the appointment shall expire without prior notice on the date specified in the letter of appointment;

x) the category or job family, the grade and salary at the time of the appointment;

xi) an estimate of the allowances to which the person may be entitled when taking up duty.

Last update: July 2025

108/3 *Except for provision to the contrary, the date taken into account for determining the entitlement to*

allowances and benefits shall be the date when the official takes up functions.

108/4 *Unless the Head of Human Resource Management decides otherwise, an official's appointment shall be to the first step of the grade.*

108/5 *Within seven working days of receipt of the offer of appointment, the selected candidate shall provide to the Head of Human Resource Management written acceptance of the offer of appointment together with the solemn declaration provided for in Staff instruction 108/2 d). Failing notification, within this period, of the afore-mentioned acceptance and solemn declaration, the offer shall be deemed null and void.*

108/6 *If, after accepting the offer of appointment, the official is found by the Medical Officer not to be medically fit to perform the functions assigned to him/her, or fails to take up functions by the date specified in the offer of appointment, the appointment shall be deemed null and void.*

Last update: June 2026

CHAPTER IV - DURATION OF APPOINTMENT (Regulation 9)

PROVISIONS APPLICABLE TO OFFICIALS APPOINTED BEFORE 01.07.2025

REGULATION 9

a) For officials other than senior executive officials[1]:

i the appointment shall be made initially for a fixed term not exceeding three years. In very limited circumstances and when the Organisation's interests so warrant, the Secretary- General may decide that the appointment be made initially for a fixed term not exceeding five years;

ii the appointment shall be subject to a probationary period of up to six months from the date of appointment, which may be extended once for a further period not exceeding six months. During the last month of the probationary period, the Secretary-General shall decide whether to confirm the appointment, to extend the probationary period or to terminate the appointment;

iii the fixed-term appointment may be renewed once or more, provided that the total duration of service under such fixed- term appointment does not exceed five years. However, such fixed-term appointment may be renewed after a period of five years of continuous employment in the following cases:

- **in order to complete the conversion procedure referred to in paragraph iv) below, for a further period not exceeding one year;**
- **in very limited circumstances and when the Organisation's interests so warrant, for a further period not exceeding three years.**

iv the fixed-term appointment may be converted to an open- ended appointment, under the conditions set out in Instructions of the Secretary-General, provided that, at the time of the official's initial appointment or at any time during the official's fixed-term appointment, the official has successfully completed the standard selection procedure referred to in Rule 7/1 and the related Instructions.

b) For senior executive officials:

i the appointment shall be made initially for a fixed term not exceeding three years;

ii the appointment to one of these grades shall be subject to confirmation by the Secretary-General within one year from the date of appointment. If the Secretary-General decides not to confirm the appointment, he/she shall terminate the appointment, except if the official is reassigned to the functions previously assigned to him/her or to other functions corresponding to his/her qualifications and experience, including at his/her previous category and grade in case the official had been promoted;

iii the appointment may be renewed once or several times, each time for a fixed term not exceeding three years;

iv the appointment cannot be converted into an open-ended appointment.

[1] Senior executive officials are officials in grades A6 and A7 and EL2-3

Rules

9/1 When officials holding an open-ended appointment have been promoted to senior executive functions and have been confirmed by the Secretary-General in these new functions, their appointment shall be deemed to have been converted, as from the date of the reassignment, into a fixed-term appointment governed by Regulation 9 b)[2].

Last update: July 2025

Instructions

109/1 *The duration of the probationary period provided for in Regulation 9 a), which shall be no less than three months for appointments up to one year, shall be determined by the Director concerned in consultation with the Head of Human Resource Management.*

109/2

a) During the last month of any probationary period, the official's assessing manager shall draw up a report on the official's performance and behaviour.

b) The report shall recommend that:

i) the official's appointment be confirmed; or

ii) the official's probationary period be extended; or

iii) the official's appointment be terminated.

c) The report shall be transmitted promptly to the Head of Human Resource Management for decision in respect of officials other than executive or senior executive officials, and to the Secretary-General for decision in respect of executive officials.

109/3 *A fixed-term appointment shall expire without prior notice on the date specified in the letter of appointment. A fixed-term appointment may be renewed, but an official shall not be entitled to any renewal of such appointment or to its conversion to an open-ended appointment.*

109/4 *Renewal of fixed-term appointments of officials other than executive or senior executive officials shall be decided by the Head of Human Resource Management on the recommendation of the Director concerned. Renewal of appointments of executive or senior executive officials shall be decided by the Secretary-General.*

[2] Pursuant to the "Decision Of The Secretary General On The Transitional Measures Relating To The New Employment Package – Contractual Transition Process" (Annex Vbis), officials appointed prior to 1 July 2025, who are promoted to executive or senior executive functions on or after 1 July 2025, shall be offered an executive appointment governed by Regulation 9bis d).

DURATION OF APPOINTMENT (Regulation 9bis)

PROVISIONS APPLICABLE TO OFFICIALS APPOINTED ON OR AFTER 01.07.2025

REGULATION 9bis

a) Officials shall be appointed under the following types of appointment:

- **Officials other than executive and senior executive officials shall be appointed under open-ended appointments. In specific circumstances, as determined by the Secretary-General, they may be appointed under fixed-term appointments.**
- **Executive and senior executive officials shall be appointed under executive appointments.**

b) Open-ended appointments shall be subject to a probationary period of twelve months from the date of appointment.

In exceptional circumstances where the Organisation has not been in a position to adequately assess the officials' performance for an extended period of time, the Secretary-General may decide to extend the probationary period for another period not exceeding six months.

At least one month before the end of the probationary period, the Secretary-General shall decide whether to confirm the appointment, to extend the probationary period or to terminate the appointment.

c) Fixed-term appointments shall be made for an initial period of at least twelve months. Fixed-term appointments may be renewed, provided that the total duration of appointment does not exceed three years.[1]

If the initial fixed-term appointment does not exceed twelve months, the appointment shall be subject to a probationary period of three months from the date of appointment. If the initial fixed-term appointment exceeds twelve months, the appointment shall be subject to a probationary period of six months from the date of appointment.

At least one month before the end of the probationary period, the Secretary-General shall decide whether to confirm or to terminate the appointment.

d) Executive appointments shall be made for an initial period not exceeding three years. Executive appointments may be renewed, each time for a period not exceeding three years.

Executive appointments shall be subject to a probationary period from the date of appointment of up to twelve months. At least one month before the end of the probationary period, the Secretary-General shall decide whether to confirm or to terminate the appointment.

For officials holding fixed-term appointments immediately before being promoted to executive or senior executive functions, their executive appointments shall be subject to a probationary period of up to twelve months from the starting date of such executive appointment. At least one month before the end of the probationary period, the Secretary-General shall decide whether to confirm or to terminate the appointment.

For officials holding open-ended appointments immediately before being promoted to executive or senior executive functions, their reassignment shall be subject to a confirmation period of up to twelve months from the date of reassignment. If the Secretary-General decides not to confirm the reassignment, these officials shall return to the

[1] Notwithstanding Regulation 9bis c), when the service so requires, the Executive Director of the International Energy Agency (IEA) may extend the fixed-term appointment of officials assigned to the Agency beyond three years, for a total period not exceeding five years.

functions previously assigned to them or to other functions corresponding to their qualifications and experience, at the grade they previously held.

Last update: July 2025

Rule

9bis/1 Officials other than executive or senior executive officials may be appointed under fixed-term appointments:

- to work on specific time-bound projects; or
- to replace officials who are on non-activity or who are on loan or secondment to another institution; or
- when they are seconded to the Organisation in the framework of an agreement with a national administration or an intergovernmental organisation.

9bis/2 When officials holding open-ended appointments have been promoted to executive or senior executive functions, their appointments shall be deemed to have been converted into executive appointments governed by Regulation 9bis d), as from the date of the reassignment if their confirmation periods have been successful.

9bis/3 When officials holding open-ended appointments have been promoted to executive or senior executive functions and their confirmation periods have been unsuccessful:

a) they shall return to the functions previously assigned to them or to other functions corresponding to their qualifications and experience, at the grade they previously held; or

b) If the functions previously assigned to them have been affected by one of the situations referred to in Regulation 11bis b) iv) or v)[6] [suppressions of functions] and, after a period of research of three months no available functions corresponding to their qualifications and experience have been found or they refuse to be reassigned to such functions, at the same grade, the Secretary-General shall terminate their appointment pursuant to Regulation 11bis b) iv) or v) [suppression of functions] or Regulation 11bis b) vii) [refusal to be reassigned to functions], as appropriate.

9bis/4 When officials holding fixed-term appointments are promoted to executive or senior executive functions, their appointments shall be deemed to have been converted into executive appointments governed by Regulation 9bis d), as from the starting date of such executive appointment.

Instructions

Probationary Period

109bis/4 *The purpose of the probationary period is to assess the official's performance and behaviour. The performance of the official shall be assessed under the conditions set out in Annex XXVI to the Staff Regulations.*

109bis/4.1 *Unless decided otherwise by the Secretary-General, the duration of the probationary period for executive appointments provided in Regulation 9bis d) shall be twelve months.*

109bis/4.2

a) The assessment of the official's performance and behaviour is drawn up in a report by the official's assessing manager who shall submit it to the relevant authority under paragraph c) below at least one month before the end of the probationary period.

b) The report shall recommend that:

i) the official's appointment be confirmed; or

[6] References in 9bis/3 to Regulation 11bis b) iv) or v) shall be understood as referring to the corresponding provisions under Regulation 11, as applicable, for officials recruited before 1 July 2025.

ii) the official's probationary period be extended; or

iii) the official's appointment be terminated.

c) The report shall be transmitted promptly to:

i) the Secretary-General for executive or senior executive officials;

ii) the Head of Human Resource Management for officials other than executive or senior executive officials;

who shall have the authority to confirm the appointment, extend the probationary period or terminate the appointment pursuant to Regulation 9bis.

109bis/4.3 *The report may recommend that the official's appointment be terminated for unsuccessful probationary period, pursuant to Regulation 11bis b) i), for reasons including, but not limited to, the following:*

- *the official's performance and/or behaviour is deemed unsatisfactory;*
- *the official refuses to set objectives as required by Annex XXVI to the Staff Regulations.*

Renewal and end of appointment

109bis/4.4 *A fixed-term or executive appointment shall expire without prior notice on the date specified in the letter of appointment. A fixed-term or executive appointment may be renewed, but an official shall not be entitled to any renewal of such appointment. The total duration of fixed-term appointments shall not exceed a period of continuous employment of three years within the Organisation.*

109bis/4.5 *Renewal of fixed-term appointments shall be decided by the Head of Human Resource Management on the recommendation of the Director concerned. Renewal of executive appointments shall be decided by the Secretary-General.*

109bis/4.6 *A former official whose fixed-term appointment has expired after a period of continuous employment of three years within the Organisation*

a) may be reemployed by the Organisation under an open-ended or executive appointment;

b) may not be reemployed by the Organisation in any other capacity, nor enter into a contract with the Organisation for the provision of intellectual services, for a period of twelve months from the date of expiry of such appointment.

109bis/4.7 *For the purpose of instructions 109bis/4.4 and following, periods of employment shall be considered continuous if the break-in-service between any two periods of employment is less than 12 months.*

Last update: July 2025

CHAPTER V - CATEGORIES AND GRADES, ASSIGNMENT AND REASSIGNMENTS (Regulation 10)

REGULATION 10

a) The Secretary-General shall establish a schedule of the categories or job families, and the grades and steps for the functions to be assigned to officials, which shall be submitted to the Council for approval.

b) The Secretary-General shall be responsible for the allocation of functions among officials, their reassignment to other functions, their periodic advancement from one step to another and their promotion.

c) The Secretary-General may second an official, with his/her consent, to work for another institution. The Secretary- General may also, when the interests of the Organisation so require, lend the services of an official, with his/her consent, to another institution.

Last update: October 2023

Category based grading structure

Rules

10/1 Unless otherwise provided for in Annex V of the Staff Regulations, Officials appointed before 01/10/2023 shall be classified into four categories ("category based grading structure"): category A, category L, category B, category C.

10/1.1 Category A shall consist of seven grades: A1, A2, A3, A4, A5, A6, A7.

10/1.2 Category L shall consist of five grades: LI1-LT1, LT2, LI3- LT3, LI4-LT4, L5.

10/1.3 Category B shall consist of six grades: B1, B2, B3, B4, B5, B6.

10/1.4 Category C shall consist of six grades: C1, C2, C3, C4, C5, C6.

Job family based grading structure

Rules

10/1bis Officials appointed after 01/10/2023 shall be classified into four job families ("job family based grading structure"): General Administration (GA), Corporate Functions (CF), Policy Analysis and Legal (PAL) and Executive Leadership (EL). The following grading structure shall apply:

10/1bis.1 GA job family shall consist of ten grades: GA-1, GA-2, GA-3, GA-4, GA-5, GA-6, GA-7, GA-8, GA-9 and GA-10.

10/1bis.2 CF job family shall consist of seven grades: CF-1, CF-2, CF-3, CF-4, CF-5, CF-6 and CF-7.

10/1bis.3 PAL job family shall consist of eight grades: PAL-1, PAL-2, PAL-3, PAL-4, PAL-5, PAL-6, PAL-7 and PAL-8.

10/1bis.4 EL job family shall consist of three grades: EL-1, EL-2 and EL-3.

Instruction

110/1 *Subject to the provisions of Annex V to the Staff Regulations, transitional measures may apply to*

officials referred to in Rule 10/1bis above.

Last update: October 2023

Advancement

Rule

10/2 The periodic advancement of officials shall be given consideration once a year as part of the performance evaluation process.

Last update: January 2011

Instructions

110/2 *Advancement of officials within their grade shall depend on their performance. The procedures for the performance management system shall be laid out in a decision of the Secretary-General set out in Annex XXVI to these Regulations.*

Last update: July 2025

Reassignments

Rule

10/3 Notwithstanding Rule 7/1 a), the Secretary-General may directly reassign officials to other functions within the Organisation, either through transfers at the same grade or promotions.

Last update: January 2011

Instructions

110/3.1 *The Secretary-General may reassign an official by promotion from one grade to another only after consulting the relevant advisory body referred to in Instruction 107/20.*

110/3.2 *No official shall be reassigned to functions within the Organisation in which they would have authority over, or be under the authority of, a close family member as defined in Instruction 107/1.*

110/3.2.1 *An official who is a close family member of another official or member of the staff, shall not be reassigned to the latter's Directorate or Service without the permission of the Secretary-General.*

The following provisions marked with an asterisk (*) shall be understood as referring to the corresponding provisions under Regulation 11 and Rule 17/7, as applicable, for officials recruited before 1 July 2025.

Transfer and promotion of officials holding open-ended appointments to functions other than executive or senior executive functions

110/3.3 *The reassignment of officials holding open-ended appointments to other open-ended functions shall be subject to confirmation by the Head of Human Resource Management. The duration of the confirmation period shall be:*

- *three months from the date of the reassignment in case of transfer;*
- *six months from the date of the reassignment, in case of promotion. When circumstances so require, the Head of Human Resource Management may decide to extend the confirmation period for another period not exceeding six months.*

110/3.3.1 *Subject to instruction 110/3.3.4, if the Head of Human Resource Management decides not to confirm the reassignment, officials shall return to the functions previously assigned to them or to other functions within their previous Directorate corresponding to their qualifications and experience, at the grade they previously held.*

110/3.3.2 *The reassignment of officials holding open-ended appointments to fixed-term functions shall initially constitute a temporary assignment which cannot exceed twenty-four months. It shall have no bearing on the open-ended nature of the appointment and shall not be subject to confirmation. At the end of their temporary assignment, officials shall return to the functions previously assigned to them or to other functions within their previous Directorate corresponding to their qualifications and experience, at the grade they previously held.*

110/3.3.3 *The Head of HRM and the official may agree to renew the temporary assignment beyond twenty-four months, in which case the official shall be considered reassigned by transfer or promotion, as applicable, to those functions. Such reassignment shall have no bearing on the open-ended nature of the appointment and shall not be subject to confirmation.*

110/3.3.4 *If the functions previously assigned to officials, as referred to in Instructions 110/3.1.1 and 110/3.3.2, have been affected by one of the situations referred to in Regulation 11bis b) iv) or v)* [suppressions of functions] and, after a period of research of three months no available functions corresponding to their qualifications and experience have been found or they refuse to be reassigned to such functions, at the same grade, the Secretary-General shall terminate their appointment pursuant to Regulation 11bis b) iv) or v)* [suppression of functions] or Regulation 11bis b) vii)* [refusal to be reassigned to functions], as appropriate.*

Transfer and promotion of officials holding fixed-term appointments to functions other than executive or senior executive functions

110/3.4 *The reassignment of officials holding fixed-term appointments to new fixed-term functions, by transfer or promotion, shall be subject to a probationary period of three months from the date of the reassignment. At least one month before the end of the probationary period, the Head of Human Resource Management shall decide whether to confirm the reassignment or to terminate the appointment. If the appointment is terminated, the official shall be entitled to a one-month notice period pursuant to Regulation 11bis d)*. The official shall not be entitled to an indemnity for loss of employment, pursuant to Rule 17/7.1bis c)*[3].*

110/3.4.1 *Officials holding a fixed-term appointment before being transferred or promoted to open-ended functions, pursuant to Rule 7/1 [successful standard selection procedure] or instructions 107/6 and 107/12 [cleared for selection], shall be offered an open-ended appointment.*

110/3.4.2 *The open-ended appointment of these officials shall be subject to a probationary period of:*

- *up to twelve months from the date of the reassignment, in case of transfer;*
- *twelve months from the date of the reassignment, in case of promotion.*

At least one month before the end of the probationary period, the Head of Human resources shall decide whether to confirm or to terminate the appointment. If the appointment is terminated, the official shall be entitled to a one-month notice period pursuant to in Regulation 11bis d). The official shall not be entitled to an indemnity for loss of employment, pursuant to Rule 17/7.1bis c)[4].*

Transfer and promotions of officials holding executive appointments

110/3.5 *The reassignment of officials holding an executive appointment, by transfer or promotion, to other functions shall be subject to confirmation by the Secretary-General within twelve months from the date of the reassignment. If the Secretary-General decides not to confirm the reassignment, officials shall return to the functions previously assigned to them or to other functions corresponding to their qualifications and experience, at the grade they previously held.*

110/3.5.1 *If the functions previously assigned to them have been affected by one of the situations referred to in Regulation 11bis b) iv) or v) [suppressions of functions] and, after a period of research of three*

[3] Notwithstanding the discretion of the Organisation not to confirm the reassignment, officials recruited before 1 July 2025 having served not less than 6 consecutive years with the Organisation shall be entitled to an indemnity for loss of employment in accordance with Rule 17/7.3.
[4] Notwithstanding the discretion of the Organisation not to confirm the reassignment, officials recruited before 1 July 2025 having served not less than 6 consecutive years with the Organisation shall be entitled to an indemnity for loss of employment in accordance with Rule 17/7.3

months no available functions corresponding to their qualifications and experience have been found or they refuse to be reassigned to such functions, at the same grade, the Secretary-General shall terminate their appointment pursuant to Regulation 11bis b) iv) or v) [suppression of functions] or Regulation 11bis b) vii)* [refusal to be reassigned to functions], as appropriate*.

Last update: July 2025

CHAPTER VI - EXTERNAL MOBILITY (Regulation 10bis)

Section I – Loan

REGULATION 10bis

a) The Secretary-General may lend the services of officials, with their consent, to another institution.

i The duration of the loan shall not exceed two years. However, in exceptional cases, when it proves to be in the interests of the Organisation, the period of loan may be renewed, upon the decision of the Secretary-General, for a further period or periods of not more than one year at a time.

ii Officials on loan shall remain subject to these Regulations, Rules and Instructions. They shall continue to enjoy the privileges and immunities attached to their status under Regulation 5bis. Officials on loan shall continue to qualify for advancement in accordance with Regulation 10 b).

iii The Secretary-General may, by means of Instructions, adapt the working conditions of officials on loan.

iv The receiving institution shall reimburse the Organisation for all expenses incurred in the course of the loan or lend the Organisation the services of officials with similar qualifications. However, in exceptional cases, when it proves to be in the interests of the Organisation, the Secretary-General may lend the services of officials, with their consent, to a receiving institution without any compensation as defined above. In such cases, all or part of the expenses incurred during the loan shall remain payable by the Organisation.

Last update: January 2011

Instructions

110bis/1 *A loan agreement shall be concluded between the Organisation and the receiving institution.*

Last update: January 2011

110bis/1.1 *The Secretary-General shall specify in the letter concerning the loan sent to the official:*

a) the date on which the loan takes effect and its duration;

b) the various elements of remuneration together with the allowances and benefits to which the official is entitled during the period of loan by virtue of these Regulations.

110bis/1.2 *A copy of the agreement referred to in Instruction 110bis/1 shall be annexed to the letter and be an integral part thereof.*

110bis/1.3 *The official shall notify in writing the acceptance of the conditions set out in the letter.*

110bis/1.4 *The official shall carry out the functions assigned to him/her under the authority of the receiving institution.*

Last update: January 2011

110bis/1.5 *Subject to the provision of an annual assessment report by the receiving institution, the official shall continue to qualify for advancement in accordance with Regulation 10 b).*

Last update: January 2011

110bis/1.6 *Should the official on loan be in breach of his/her obligations under the Regulations, Rules and Instructions, the receiving institution may report the matter to the Secretary-General, and where necessary, may ask the Secretary-General to institute disciplinary proceedings and to take part in them. Last update: January 2011*

Salary

110bis/1.7 *The salary of an official on loan shall be set in accordance with the salary scale applicable to the country in which the official on loan is working unless the Secretary-General decides, at the reasoned request of the official, to apply the scale relating to the official's previous duty station.*

110bis/1.8 *Notwithstanding Instruction 110bis/1.7, the salary of an official on loan to a non-member country shall be fixed in accordance with the scale set out under Rule 15/1 of these Regulations for officials working at the headquarters of the Organisation. It shall be payable in euros and be convertible into other currencies.*

Expatriation allowance

110bis/1.9 *Entitlement to the expatriation allowance and other related allowances shall be reviewed in light of the official's new situation.*

Installation allowance

110bis/1.10 *Officials on loan shall not be entitled to the installation allowance.*

Travel expenses

110bis/1.11 *Officials on loan shall be entitled, in accordance with Rules 17/3.1 and 17/3.5 of these Regulations, to the reimbursement of travel expenses actually incurred for the return journey between the headquarters of the Organisation and their new station.*

Last update: December 2005

110bis/1.12 *However, officials on loan for a period of less than six months are not entitled to the reimbursement of transport expenses for the persons listed under Rule 17/3.2 of these Regulations.*

Last update: December 2005

110bis/1.13 *Notwithstanding Rule 17/3.1 b):*

- *when the loan is for a duration of less than two years, the travel expenses actually incurred when taking home leave as provided in Rule 17/3.1 b) of these Regulations shall be reimbursed for the return journey between the official's new station and his/her home but shall not exceed the cost of the return journey between the official's previous station and his/her home.*
- *when the loan is for a duration of two years, or the loan period is extended beyond two years, the travel expenses actually incurred when taking home leave as provided under Rule 17/3.1 b) of the Regulations shall be reimbursed for the return journey between the official's new station and his/her home.*

Removal expenses

110bis/1.14 *Officials on loan for duration of less than 12 months shall not be entitled to the reimbursement of removal expenses. Officials on loan for a duration of 12 months or more shall be entitled to the reimbursement of removal expenses up to a limit of 50% of the ceilings set out in Instruction 117/3.6.2.*

Last update: December 2005

End of the loan period

110bis/1.15 *Upon expiry of the loan period, officials shall return to the functions assigned applicable to them prior to the loan or be assigned to other functions corresponding to officials' qualifications and experience and to their category or job family and their grade.*

Last update: October 2023

110bis/1.16 *Upon expiry of the loan period or of secondment following a loan, the official may be required to remain in the service of the Organisation for a period not exceeding two years. The duration of service required shall take into account, inter alia, the seniority and age of the official concerned and the duration of the loan. If the official resigns from the Organisation during the loan period or before expiry of the required period of service, the Organisation may deduct from any benefits accruing to the official or the official's duly qualified claimants all or part of the expenses which, under the arrangements set out in the loan agreement and these Regulations, it has borne on behalf of that official for the purposes of the loan.*

Last update: October 2002

Section II – Secondment

REGULATION 10bis

b) The Secretary-General may second officials, with their consent, to work for another institution for a period not exceeding two years, renewable for a further period or periods of not more than one year at a time.

i The conditions of employment of a seconded official shall be fixed by the receiving institution. A seconded official shall receive neither salary nor indemnities or allowances from the Organisation. A seconded official shall not enjoy the privileges and immunities set out under Regulation 5bis. A seconded official shall continue to qualify for advancement in accordance with Regulation 10 b).

ii A seconded official may be affiliated to the medical and social system of the Organisation or be entitled to complementary cover for health care expenses under conditions determined by Instructions subject to payment by the official or the receiving institution of all contributions in respect of the risks covered.

iii Periods of secondment shall not be counted as service giving entitlement to benefits under the Pension Scheme. However, where the official is reinstated within the Organisation upon expiry of the period of secondment, all or part of the secondment periods may, on the decision of the Secretary-General, be assimilated to periods of service under Article 4.1.v) of the Pension Scheme.

iv Officials seconded for a period of two years or less shall be entitled to be reinstated within the Organisation in the category, or job family, and grade applicable to them prior to their secondment. Officials seconded for a period exceeding two years may be reinstated at their request within the Organisation by the Secretary- General, should functions corresponding to the official's qualifications and experience become available.

v If an official who has been seconded for more than two years is not reinstated within the Organisation, the official's appointment shall be terminated as from the date of expiry of his/her secondment without any period of notice or indemnity for loss of employment.

Last update: October 2023

Instructions

110bis/2 *The Secretary-General shall specify in a letter of secondment sent to the official:*

a) the date on which the secondment takes effect and its duration;

b) the conditions of secondment and, where appropriate, the medical and social benefits to which the official shall continue to be entitled in accordance with Regulation 10bis b) and Instruction 110bis/2.4.

110bis/2.1 *The official shall provide written acceptance of the conditions set out in the letter of secondment.*

110bis/2.2 *The seconded official shall not be entitled to the reimbursement of travel expenses actually incurred for the journey from the headquarters of the Organisation to the place of secondment, nor to the reimbursement of his/her removal expenses.*

110bis/2.3 *Subject to provision of an annual assessment report by the receiving institution, the official shall continue to qualify for advancement in accordance with Regulation 10b). However, the corresponding step increase may only be granted if the official is reinstated after the secondment.*

Last update: July 2025

110bis/2.4

a) If a seconded official so requests he/she may remain entitled to one or other of the following benefits:

i) the benefits relating to the reimbursement of health care expenses provided for under the Organisation's medical and social system; or,

ii) when the official has opted to remain affiliated to the French Social Security system, the complementary cover provided for under the Organisation's medical and social system;

iii) entitlement to the lump-sum payment on death or invalidity provided for under the Organisation's medical and social system except for the specific benefits payable in the event of death or invalidity attributable to work accidents or occupational diseases.

Seconded officials may remain entitled to these benefits throughout their secondment for a maximum total period of two years.

b) During the official's secondment, he/she shall not be entitled to any other benefit under the Organisation's medical and social system. In particular, the official shall not be entitled to maintenance of his/her remuneration in the event of sickness, maternity, work accident or occupational disease or to the special benefits relating to maternity of adoption.

c) The contributions corresponding to the benefits covered, as listed in the letter of secondment in accordance with Instruction 110bis/2, shall, depending on the nature of the benefits, be calculated in respect of the last basic salary or last emoluments of the official at the time of his/her secondment, and reviewed in line with any adjustments applicable to such salary or emoluments. Failure to pay contributions shall result in the immediate and permanent suspension of benefits.

Last update: July 2025

110bis/2.5

a) Upon expiry of their period of secondment, reinstated officials who wish, pursuant to article 10bis b) iii), all or part of this period to be assimilated to a period of service under Instruction 4.1/1 v) of the Co-ordinated or the New Pension Scheme Rules or under Instruction 4.1/1 iv) of the Third Pension Scheme Rules (Annex X, X bis or X ter to these Regulations respectively) as applicable, shall inform in writing the Head of Human Resource Management within six months from the date of their reinstatement. Prior to such request, officials could obtain from the Human Resource Management Service details of periods of secondment to be credited under assimilation to periods of services and the amount to be paid to the Organisation.

b) The periods of secondment that may be credited shall not exceed the total duration of the secondment.

c) When such a request seeks the partial crediting of the period of secondment, officials shall notify the Organisation of the number of reckonable years of service they wish to be credited, on the understanding that fractions lower than one twelfth reckonable year of service shall not be credited.

d) Validation of periods of secondment shall be conditional upon the official concerned paying over the amount corresponding to the rights to be credited, which is calculated by multiplying the product of the theoretical value of a reckonable year of service at the reinstatement date (as provided for under Article 10, paragraph 1 of the Pension Scheme Rules applicable to the official concerned – Annex X, Annex X bis or Annex X ter to these Regulations) and of the actuarial coefficient corresponding to the official's age at this date, by the number of reckonable years of service to be validated.

Last update: July 2025

110bis/2.5.1 *If officials' request under Instruction 110bis/2.5 is approved:*

- *the duration of the secondment is recognised as a period of service, for the purposes of the pension scheme only, as mentioned in Article 7 of the Pension Schemes Rules;*
- *they renounce the right to the subsequent inward transfer of the pensions rights acquired in the Pension Scheme of the receiving institution during the corresponding period of secondment, as defined in Article 12 paragraph 1 of the applicable Pension Scheme Rules.*

Last update: July 2025

CHAPTER VII - ENDS OF APPOINTMENT (Regulation 11)

PROVISIONS APPLICABLE TO OFFICIALS APPOINTED BEFORE 01.07.2025

REGULATION 11

a) An official's appointment ends:

- **i Upon expiration of a fixed-term or executive appointment;**
- **ii Upon reaching the age limit provided for in Regulation 13;**
- **iii Upon resignation, in accordance with Regulation 12 a);**
- **iv In case of abandonment of functions, in accordance with Regulation 12 b);**
- **v In case of death, pursuant to Regulation 12 c);**
- **vi In case of termination by the Secretary-General, in accordance with Regulation 11 b).**

b) The Secretary-General may terminate the appointment of officials in the following cases:

- **i Unsuccessful probationary period;**
- **ii Imposition of dismissal as a disciplinary measure;**
- **iii Unsatisfactory performance;**
- **iv Their functions are suppressed as a result of a reorganisation, leading to a reduction in the number of officials either:**
  - **assigned to an output or activity; or**
  - **performing a particular type of function; or**
  - **assigned to a particular category or job family and grade;**
- **v Their functions are suppressed due to:**
  - **a lack of funding in relation to the relevant output or activity; and/or**
  - **evolving organisational needs as a result of which their functions have become unnecessary or redundant;**
- **vi Their skills, as a result of a redefinition of the functions:**
  - **are no longer required; or**
  - **have become obsolete and no longer serve the needs of the Organisation;**
- **vii They refuse to be reassigned to functions corresponding to their qualifications and experience, at the same grade;**
- **viii Their work unit is transferred to another duty station and they refuse to be transferred to this new duty station;**
- **ix They are incapacitated for service or cannot be reinstated at the end of a period of non-activity;**
- **x They are not reinstated at the end of a period of secondment;**
- **xi The country of which they are a national ceases to be a Member of the Organisation.**

c) The Secretary-General may terminate the appointment of an official by mutual consent with the official concerned.

d) The period of notice shall be:

i four months for an official whose appointment is terminated for the reasons set out in Regulation 11 b) iii) [unsatisfactory performance], iv) or v) [suppression of functions], vi) [skills no longer required or obsolete] or xi) [national country ceases to be a Member of the Organisation]. After four years of service, the notice given in such cases shall increase by one month for each two years of service to a maximum of ten months;

ii one month for officials other than executive or senior executive officials whose appointment has not been confirmed;

iii three months for senior executive officials whose appointment has not been confirmed.

e) The notice period shall run:

i in cases falling under b) iii), iv), v) and vi) above, from the date of notification of the Secretary-General's intention to terminate the appointment;

ii in cases falling under b) xi) above, from the date of notification of the Secretary-General's decision to terminate the appointment.

f) If an official is on sick leave or on military service leave when the notice period starts, such period shall be increased by the number of days during which such official is actually on sick leave or on military service leave after the starting date of the notice period.

g) Instead of giving the notice provided for in paragraph d) above, the Secretary-General may pay an official whose appointment is terminated the emoluments and allowances due for the period of notice.

h) A notice period shall not be observed when:

i The official is dismissed as a disciplinary measure, pursuant to Regulation 11 b) ii);

ii The appointment is terminated because the official refuses to be reassigned to other functions, pursuant to Regulation 11 b) vii);

iii The appointment is terminated because the official's work unit is transferred to another duty station and the official refuses to be transferred to this new duty station, pursuant to Regulation 11 b) viii);

iv The appointment is terminated because the official is incapacitated for service or cannot be reinstated at the end of a period of non-activity, pursuant to Regulation 11 b) ix);

v The appointment is terminated because the official cannot be reinstated after a period of secondment of more than two years, pursuant to Regulation 11 b) x).

i) When a fixed-term appointment ends at its expiry date, a notice period shall not be observed.

However, when a fixed-term appointment ends at its expiry date and the official has been employed continuously for six years or more, a notice period of four months shall be observed. After four years of continuous employment, this notice period shall increase by one month for each two years of employment to a maximum of ten months. This notice period shall run from the notification of the letter recalling to the official the expiry date of the official's appointment. Instead of giving the notice provided for above, the Secretary-General may pay the official the emoluments and allowances due for the period of notice.

Last update: July 2025

Instructions

Delegation to the Head of Human Resource Management

111/1 *Except in cases of termination of appointment on the ground of disciplinary dismissal (Regulation 11 b) ii)), the Head of Human Resource Management shall have delegated authority from the Secretary-General to terminate the appointment of officials, other than executive or senior executive officials, in all other cases of termination of appointment provided for in Regulation 11 b) and c).*

Rules

Procedural review

11/1 Prior to the decision to terminate the appointment, the relevant advisory body shall be consulted, upon request of the official concerned or of the Head of Human Resource Management, on the regularity of the procedure when such decision is based on:

- the official's unsatisfactory performance (Regulation 11 b) iii));
- the suppression of the functions of the official (Regulation 11 b) iv) and v));
- the fact that the official's skills are no longer required or have become obsolete and no longer serve the needs of the Organisation (Regulation 11 b) vi));
- the official's refusal to be reassigned to other functions (Regulation 11 b) vii));
- the official's refusal to be transferred to the new duty station of the official's work unit (Regulation 11 b) viii)); or
- the fact that the official is incapacitated for service or cannot be reinstated at the end of a period of non-activity (Regulation 11 b) ix)).

11/2 In cases referred to in Rule 11/1 above, the official shall be notified in writing, before the potential consultation of the relevant advisory body, of the Secretary-General's intention to terminate the official's appointment, indicating the statutory ground for such intended termination.

Instructions

Consultation of the advisory body at the official's request

111/2 *The consultation of the relevant advisory body, pursuant to Rule 11/1, must be requested by officials in writing within eight calendar days of receiving the notification of the Secretary-General's intention to terminate their appointment. Within the same eight-day period, the official may submit written comments to the advisory body.*

Consultation of the advisory body at the request of the Head of Human Resource Management

111/2.1 *If the relevant advisory body is consulted at the request of the Head of Human Resource Management, the official shall be informed thereof together with the notification of the Secretary-General's intention to terminate their appointment. The official may submit written comments to the advisory body within eight calendar days of receiving such notification.*

Rule

Termination of appointment in case of suppression of functions due to lack of funding and/or evolving organisational needs (Regulation 11 b) v))

11/3 The Secretary-General may decide to suppress functions due to a lack of funding, and/or evolving

organisational needs, notably in the following circumstances:

- when there has been a change in the Programme of work and budget that results in a reduction in an output or activity;
- when there has been a significant decrease, or default of payment, of voluntary contributions dedicated to a project;
- when a project assigned to an official has been abandoned, rendering the official's functions unnecessary or redundant;
- when there has been a significant decrease in activity in a specific area, rendering the official's functions unnecessary or redundant;
- when efficiency gains result in an overcapacity, rendering the official's functions unnecessary or redundant.

Instructions

Termination of appointment in case of suppression of functions (Regulation 11 b) iv) and v)) or as a result of a redefinition of functions (Regulation 11 b) vi))

111/3 *In cases in which the appointment of an official is terminated pursuant to Regulation 11 b) iv), v) or vi):*

a) *the Organisation shall assist the official by making reasonable efforts to seek available functions in the Organisation corresponding to the official's qualifications and experience, and, if this search is unsuccessful, by facilitating the official's search for employment outside the Organisation;*

b) *the Organisation shall, unless the official renounces thereto in writing, seek such functions during a period of three months following the beginning of the notice;*

c) *if the Organisation has been unable to find such functions by the end of the search period or has not searched for such functions because the official concerned has renounced redeployment, the Secretary-General may then terminate the official's appointment, paying him/her the emoluments and allowances corresponding to the balance of this period of notice pursuant to Regulation 11 g).*

Termination of appointment in case of disciplinary dismissal (Regulation 11 b) ii))

111/3.1 *Prior to terminating the appointment of an official on the grounds of a disciplinary dismissal pursuant to Regulation 11 b) ii), the Secretary-General shall obtain the opinion of the Joint Advisory Board referred to in Regulation 22, if its consultation was requested by the official in accordance with Instruction 121/1.3.5.*

111/3.2 *In cases in which an official's appointment is terminated on the ground of disciplinary dismissal pursuant to Regulation 11 b) ii), the decision shall be made and notified by the Secretary-General.*

Cessation of work

111/3.3 *Any official whose appointment is terminated shall be entitled to cease work at least one month before the expiry of the period of notice specified in Regulation 11 d).*

111/3.4 *If an official requests not to serve during all or part of the period of notice, the Secretary- General may terminate the official's appointment at an earlier, mutually agreed, date. In this case, the period of notice shall end on the date agreed for the end of the appointment, and no payment in lieu of notice shall be payable in respect of any subsequent period.*

Payment instead of notice

111/3.5 *The emoluments and allowances payable under Regulation 11 g) and i) shall be:*

a) *the salary specified in Regulation 15;*

b) the family allowances and the expatriation allowance, as specified in Regulation 16 a) and b);

Entitlement to an indemnity for loss of employment

111/3.6 *Entitlement to an indemnity for loss of employment shall be determined in accordance with Rule 17/7 and following*

Last update: July 2025

ENDS OF APPOINTMENT (Regulation 11bis)

PROVISIONS APPLICABLE TO OFFICIALS APPOINTED ON OR AFTER 01.07.2025

REGULATION 11bis

a) An official's appointment ends:

- **i Upon expiration of a fixed-term or executive appointment;**
- **ii Upon reaching the age limit provided for in Regulation 13;**
- **iii Upon resignation, in accordance with Regulation 12 a);**
- **iv In case of abandonment of functions, in accordance with Regulation 12 b);**
- **v In case of death, pursuant to Regulation 12 c);**
- **vi In case of termination by the Secretary-General, in accordance with Regulation 11bis b).**

b) The Secretary-General may terminate the appointment of officials in the following cases:

- **i Unsuccessful probationary period;**
- **ii Imposition of dismissal as a disciplinary measure;**
- **iii Unsatisfactory performance;**
- **iv Their functions are suppressed as a result of a reorganisation, leading to a reduction in the number of officials either:**
  - **assigned to an output or activity; or**
  - **performing a particular type of function; or**
  - **assigned to a particular category or job family and grade;**
- **v Their functions are suppressed due to:**
  - **a lack of funding in relation to the relevant output or activity; and/or**
  - **evolving organisational needs as a result of which their functions have become unnecessary or redundant;**
- **vi Their skills, as a result of a redefinition of the functions:**
  - **are no longer required; or**
  - **have become obsolete and no longer serve the needs of the Organisation;**
- **vii They refuse to be reassigned to functions corresponding to their qualifications and experience, at the same grade;**
- **viii Their work unit is transferred to another duty station and they refuse to be transferred to this new duty station;**
- **ix They are incapacitated for service or cannot be reinstated at the end of a period of non-activity;**
- **x They are not reinstated at the end of a period of secondment;**
- **xi The country of which they are a national ceases to be a Member of the Organisation.**

c) The Secretary-General may terminate the appointment of an official by mutual consent with the official concerned.

d) Unless otherwise provided in paragraph e) below, a notice period shall be observed as

follows:

i a one-month notice period shall be observed if:

- **the appointment is terminated following an unsuccessful probationary period; or**
- **a fixed-term appointment is terminated prior to its expiry date;**

ii A three-month notice period shall be observed for:

- **officials whose open-ended appointment is terminated and have up to 3 years of active service;**
- **officials whose executive appointment expires and have up to 3 years of active service;**
- **officials whose executive appointment is terminated prior to its expiry date and have up to 3 years of active service;**

iii A six-month notice period shall be observed for:

- **officials whose open-ended appointment is terminated and have more than 3 years of active service;**
- **officials whose executive appointment expires and have more than 3 years of active service;**
- **officials whose executive appointment is terminated prior to its expiry date and have more than 3 years of active service.**

e) Notwithstanding paragraph d) above, a notice period shall not be observed when:

i A fixed-term appointment ends upon its expiry date, pursuant to Regulation 11bis a) i);

ii The official is dismissed as a disciplinary measure, pursuant to Regulation 11bis b) ii);

iii An appointment is terminated because the official refuses to be reassigned to other functions, pursuant to Regulation 11bis b) vii);

iv An appointment is terminated because the official's work unit is transferred to another duty station and the official refuses to be transferred to this new duty station, pursuant to Regulation 11bis b) viii);

v An appointment is terminated because the official is incapacitated for service or cannot be reinstated at the end of a period of non-activity, pursuant to Regulation 11bis b) ix);

vi An appointment is terminated because the official cannot be reinstated after a period of secondment of more than two years, pursuant to Regulation 11bis b) x).

Last update: July 2025

Instruction

Delegation to the Head of Human Resource Management

111bis/1 *Except in cases of termination of appointment on the ground of disciplinary dismissal (Regulation 11bis b) ii)), the Head of Human Resource Management shall have delegated authority from the Secretary-General to terminate the appointment of officials, other than executive or senior executive officials, in all other cases of termination of appointment provided for in Regulation 11 bis b) and c).*

Rules

Procedural review

11bis/1 Prior to the decision to terminate the appointment, the relevant advisory body shall be consulted, upon request of the official concerned or of the Head of Human Resource Management, on the regularity of the procedure when such decision is based on:

- the official's unsatisfactory performance (Regulation 11bis b) iii));
- the suppression of the functions of the official (Regulation 11bis b) iv) and v));
- the fact that the official's skills are no longer required or have become obsolete and no longer serve the needs of the Organisation (Regulation 11bis b) vi));
- the official's refusal to be reassigned to other functions (Regulation 11bis b) vii));
- the official's refusal to be transferred to the new duty station of the official's work unit (Regulation 11bis b) viii)); or
- the fact that the official is incapacitated for service or cannot be reinstated at the end of a period of non-activity (Regulation 11bis b) ix)).

11bis/2 In cases referred to in Rule 11bis/1 above, the official shall be notified in writing, before the potential consultation of the relevant advisory body, of the Secretary-General's intention to terminate the official's appointment, indicating the statutory ground for such intended termination.

Instructions

Consultation of the advisory body at the official's request

111bis/2 *The consultation of the relevant advisory body, pursuant to Rule 11bis/1, must be requested by officials in writing within eight calendar days of receiving the notification of the Secretary-General's intention to terminate their appointment. Within the same eight-day period, the official may submit comments to the advisory body.*

Consultation of the advisory body at the request of the Head of Human Resource Management

111bis/2.1 *If the relevant advisory body is consulted at the request of the Head of the Human Resource Management, the official shall be informed thereof together with the notification of the Secretary-General's intention to terminate their appointment. The official may submit written comments to the advisory body within eight calendar days of receiving such notification.*

Rule

Termination of appointment in case of suppression of functions due to lack of funding and/or evolving organisational needs (Regulation 11bis b) v))

11bis/3 The Secretary-General may decide to suppress functions due to a lack of funding, and/or evolving organisational needs, notably in the following circumstances:

- when there has been a change in the Programme of work and budget that results in a reduction in an output or activity;
- when there has been a significant decrease, or default of payment, of voluntary contributions dedicated to a project;
- when a project assigned to an official has been abandoned, rendering the official's functions unnecessary or redundant;
- when there has been a significant decrease in activity in a specific area, rendering the official's

functions unnecessary or redundant;

- when efficiency gains result in an overcapacity, rendering the official's functions unnecessary or redundant.

Instructions

Termination of appointment in case of suppression of functions (Regulation 11bis b) iv) and v)) or as a result of a redefinition of functions (Regulation 11bis b) vi))

111bis/3 *In cases in which the appointment of an official is terminated pursuant to Regulation 11bis b) iv), v) or vi):*

- *the Organisation shall assist the official by making reasonable efforts to seek available functions in the Organisation corresponding to the official's qualifications and experience, and, if this search is unsuccessful, by facilitating the official's search for employment outside the Organisation;*
- *the Organisation shall, unless the official renounces thereto in writing, seek such functions during a period of three months following the beginning of the notice;*
- *if the Organisation has been unable to find such functions by the end of the search period or has not searched for such functions because the official concerned has renounced redeployment, the Secretary-General may then terminate the official's appointment, paying him/her the emoluments and allowances corresponding to the balance of this period of notice pursuant to Rule 11bis/9.*

Termination of appointment in case of disciplinary dismissal (Regulation 11bis b) ii))

111bis/3.1 *Prior to terminating the appointment of an official on the grounds of a disciplinary dismissal pursuant to Regulation 11bis b) ii), the Secretary-General shall obtain the opinion of the Joint Advisory Board referred to in Regulation 22, if its consultation was requested by the official in accordance with Instruction 121/1.3.5*

111bis/3.2 *In cases in which an official's appointment is terminated on the ground of disciplinary dismissal pursuant to Regulation 11bis b) ii), the decision shall be made and notified by the Secretary-General.*

Termination of appointment by mutual consent (Regulation 11bis c))

Rules

11bis/4 Officials whose appointments end by mutual consent pursuant to Regulation 11bis c) above may receive a lump sum payment, provided that they waive all claims against the Organisation. The Secretary-General shall set the amount of such lump sum, which shall not exceed nine months of the officials' last basic salary. Exceptionally, the Secretary-General may set a higher amount when he/she deems it in the best interest of the Organisation.

11bis/5 Officials whose appointments end by mutual consent pursuant to Regulation 11bis c) above may request the crediting of periods of service corresponding to the lump sum payment referred to in Rule 11bis/4, under the applicable Pension Scheme. Such periods shall be credited pursuant to the provisions of the applicable Pension Scheme for the crediting of periods of service corresponding to indemnities.

Instruction

111bis/5.1 *For officials other than executive or senior executive officials, the Head of Human Resource Management shall have the authority to set the amount of the lump sum referred to in Rule 11bis/4.*

Rules

Notice period

11bis/6 When an appointment is terminated, the notice period shall run either:

a) from the date of notification of the Secretary-General's intention to terminate the appointment, when such notification is required pursuant to Rule 11bis/2; or

b) from the date of notification of the Secretary-General's decision to terminate the appointment, when the country of which they are a national ceases to be a Member of the Organisation.

11bis/7 If an official is on sick leave or on military service leave when the notice period starts, such period shall be increased by the number of days during which such official is actually on sick leave or on military service leave after the starting date of the notice period.

11bis/8 For purposes of calculating the period of active service giving right to a notice period, no account shall be taken of any periods:

a) of employment by the Organisation in another capacity than official;

b) of secondment to another institution under Regulation 10bis;

c) on long-term unpaid training leave under Regulation 20 l);

d) on non-active status under Regulation 14.

Payment instead of notice

11bis/9 Instead of giving the notice provided for in Regulation 11bis d), the Secretary-General may pay an official whose appointment is terminated the emoluments due for the period of notice.

Instructions

111bis/9 *The emoluments payable under Rule 11bis/9 shall be:*

a) the salary specified in Regulation 15;

b) the family allowances and the expatriation allowance, as specified in Regulation 16 a) and b);

Cessation of work

111bis/9.1 *Any official whose appointment is terminated shall be entitled to cease work at least one month before the expiry of the period of notice specified in Regulation 11bis d).*

111bis/9.2 *If an official requests not to serve during all or part of the period of notice, the Secretary- General may terminate the official's appointment at an earlier, mutually agreed, date. In this case, the period of notice shall end on the date agreed for the end of the appointment, and no payment in lieu of notice shall be payable in respect of any subsequent period.*

Entitlement to an indemnity for loss of employment

111bis/9.3 *Entitlement to an indemnity for loss of employment shall be determined in accordance with Rule 17/7bis and following.*

Last update: July 2025

CHAPTER VIII - RESIGNATION, ABANDONMENT OF FUNCTIONS AND DEATH (Regulation 12)

REGULATION 12

a) Any official may resign upon giving the Secretary-General notice of at least three months. The Secretary-General may, however, accept a shorter period of notice.

b) When an official's unauthorised and unexplained absence exceeds fourteen calendar days, he/she shall be considered to have resigned from the Organisation and his/her service with the Organisation shall be deemed to have ceased on the first day of his/her absence.

c) When an official dies in service, the official's appointment shall be considered as terminated on the last day of the month of his/her death.

Last update: January 2011

Instructions

112/1 *Notice of resignation should be made in writing to the Head of Human Resource Management.*

112/2

a) During their probationary period upon taking up duty, officials other than executive or senior executive officials may resign upon giving the Secretary-General notice of one month.

b) During their probationary period upon taking up duty, executive or senior executive officials may resign upon giving the Secretary-General notice of three months.

Last update: July 2025

CHAPTER IX - AGE LIMIT (Regulation 13)

REGULATION 13

The age limit shall be sixty-seven years[7].

Last update: July 2024

Instruction

113/0 *The age limit shall be sixty-seven years for officials aged below sixty-three on 1 July 2024 and for all officials appointed on or after 1 July 2024.*

113/0.bis *The age limit shall be sixty-five for officials appointed prior to 1 July 2024 and who have reached the age of sixty-three on or before 1 July 2024.*

113/0.ter *An offer to extend the appointment of officials mentioned in instruction 113/0 bis may however be made on a case-by-case basis for one or more period(s) up to the age limit of sixty-seven, to enable appropriate workforce management. The decision to offer an extension of an appointment shall be taken:*

- *For executive and senior executive officials, by the Secretary-General, in consultation with the hiring Director, the Head of Human Resource Management and the Head of Programme, Budget and Financial Management;*
- *for other officials, by the hiring Director, in consultation with the Head of Human Resource Management and the Head of Programme, Budget and Financial Management.*

The offer of extension will be presented to the corresponding official, who will need to express his/her agreement with the extended appointment and new age limit of service.

113/0.quater *Officials who have reached the age limit of service of sixty-five applicable prior to 1 July 2024 and who have ceased their functions by that date shall not be re-appointed as officials after that date, unless their re-appointment has been specifically approved by Council before 30 June 2024.*

Instruction

113/1 *Appointments of officials shall terminate with effect from the first day of the month following that in which they reach the age limit applicable to them. Officials who were recruited before 24 July 1993 and who held an indefinite term appointment on 14 April 1995 shall receive, upon claiming their retirement benefits:*

a) 4 months of emoluments and allowances for an official of category A, L or of grade B6, B5, B4 or C6 or in the equivalent grades in the job family based grading structure;

b) 3 months of emoluments and allowances for an official of any other grade.

The emoluments and allowances payable pursuant under this instruction shall be those specified in Instruction 111/3.5.

Last update: July 2025

[7] To enable appropriate workforce management, the Secretary-General may introduce transitional measures regarding the implementation of the age limit of service with respect to officials serving in the Organisation as at 1 July 2024 and who have reached age 63 by that date.

CHAPTER X - NON-ACTIVE STATUS (Regulation 14)

REGULATION 14

a) Officials may be placed on non-active status:

i for a period of not more than 32 months upon the expiry of their sick leave provided for in Regulation 20 g);

ii upon the expiry of their leave for military service provided for in Regulation 20 h);

iii for a period of not more than 24 months for personal reasons.

b) Officials on non-active status shall not be entitled to any salary or allowances but may be granted benefits pursuant to Regulation 17. The period spent on non-active status shall not be considered as effective service with the Organisation.

c) Officials in a position to resume work after a period of non- active status as specified in paragraphs a) i) or ii) above, shall be entitled to reinstatement in their previous category and grade, if functions corresponding to their qualifications and experience are available within the Organisation.

Last update: January 2011

Rules

14/1

a) Where officials on non-active status for reasons of sickness become fit to resume work and cannot be reinstated in their category or job family and their grade because, after a period of research of three months, no functions corresponding to their qualifications and experience are available within the Organisation, or where an official is not fit for service at the end of a period of non-active status as specified in Regulation 14 a) i), the Secretary-General shall terminate the appointments of such officials under:

- Regulation 11 b) ix), for officials appointed before 1 July 2025. These officials shall receive the indemnity provided for in Rules 17/7.2 and following. This indemnity shall not be paid if the conditions in Rule 17/7.1 are met.
- Regulation 11bis b) ix), for officials appointed on or after 1 July 2025. These officials shall receive the indemnity provided for in Rules 17/7bis and following. This indemnity shall not be paid if the conditions in Rule 17/7.1bis are met.

b) Where officials wish to resume work after a period of non-active status for reasons of military service, but after a period of research of three months no available functions corresponding to their qualifications and experience have been found, the Secretary-General shall terminate their appointment without notice or indemnity.

c) At least three months before the end of a period of non-active status for personal reasons, an official, although not entitled to be reinstated, may ask to return to work. These officials shall be authorised to apply to vacancies only published internally, and the Organisation shall assist them by seeking available functions in the Organisation corresponding to their qualifications and experience for three months as from their request. Should any such request be made less than three months before the end of a period of non-active status for personal reasons, the period during which officials shall be authorised to apply to vacancies only published internally shall be reduced accordingly. If, at the end of this period, their application has not been accepted, the Secretary-General shall terminate their appointment without notice or indemnity.

Last update: July 2025

14/2

a) The functions held by an official immediately prior to his/her being placed on non-active status for reasons of sickness attributable to a work accident or occupational disease may not be filled for a period exceeding the foreseeable duration of his/her incapacity, as determined by the Medical Officer of the Organisation, and if this official becomes fit to resume work at, or before the end of, the period of non-active status specified in Regulation 14 a) i), he/she shall be entitled to be reassigned to the functions performed before being placed on non-active status.

b) If the functions are however filled and officials become fit to work before the expected end of their incapacity, the Secretary-General shall assign them to other available functions corresponding to their qualifications and experience and to their category or job family and grade.

c) If the official becomes fit to work before the end of the period of non-active status specified in Regulation 14 a) i) and if the functions assigned to him/her immediately prior to his/her being placed on non-active status has been affected by one of the situations referred to in Regulation 11 b) iv), v), vi), viii), xi), or, where applicable, 11bis b) iv), v), vi), viii), xi), the Secretary-General may terminate his/her appointment.

Last update: July 2025

Section I - Sickness

Instructions

114/1

Officials placed on non-active status for reasons of sickness pursuant to Regulation 14 a) i):

a) shall not be entitled to periodic advancement, paid leave, home leave, leave for length of service or, in general, to any other right based on length of service with the Organisation;

b) shall continue to pay contributions to the Pension Scheme;

c) shall be entitled to any benefits payable in accordance with Regulation 17 a);

d) may be reimbursed for travel expenses relating to a right to home leave granted for a period of 24 months' effective service completed before they were placed on non-active status for reasons of sickness.

Last update: July 2025

Section II - Addresses, etc

Instruction

114/1.1

Any official placed on non-active status shall:

a) leave an address where communications may reach him/her with the Head of Human Resource Management;

b) inform the Head of Human Resource Management of any changes in family status or relevant professional qualifications.

Section III - Military service or personal reasons

Instructions

114/2

An official placed on non-active status for reasons of military service pursuant to Regulation 14 a) ii) or for personal reasons pursuant to Regulation 14 a) iii) shall not:

a) be entitled to periodic advancement, paid leave, home leave or reimbursement of travel expenses relating thereto, leave for length of service or, in general, to any other right based on length of service with the Organisation;

b) contribute to the Pension Scheme;

c) be entitled to the benefits provided for in Regulation 17 a).

Last update: July 2025

Section IV - Expiry of non-activity

Instruction

114/3

a) Where an official on non-active status for reasons of sickness is declared medically fit for service by the Medical Officer of the Organisation, the Organisation shall, for a period of three months as from the

declaration of fitness, look for available functions within the Organisation corresponding to his/her qualifications and experience, unless the official renounces thereto in writing.

b) Where an official on non-active status for reasons of military service requests in writing to return to work, the Organisation shall, for a period of three months as from the end of the period of non-active status, look for available functions within the Organisation corresponding to his/her qualifications and experience.

c) During the period of research referred to in paragraphs a) and b) above, the official shall be placed on non-active status for personal reasons.

d) If functions corresponding to the qualifications and experience of the official are available during the period of research, those functions shall be assigned immediately to him/her. If, at the end of the period of research, no functions corresponding to the qualifications and experience of the official are available, the Secretary-General shall terminate his/her appointment under the conditions referred to in Rules 14/1 and 14/2.

Last update: July 2025

Title IV – SALARIES AND ALLOWANCES

CHAPTER I - SALARY SCALES (Regulation 15)

REGULATION 15

a) The Secretary-General shall establish salary scales by categories or job families, and grades and steps, which shall be submitted to the Council for approval.

b) Officials may not receive any remuneration from any Government. However, the Secretary-General may, if in his/her opinion it is justified, permit exceptions in the case of officials placed at the disposal of the Organisation by any Member Government. The Secretary-General shall keep the Council informed of the cases or categories in respect of which such exceptions have proved necessary and the grounds for such exceptions. Title IV of these Regulations shall apply to such officials only to the extent specified in the letter of appointment.

Rule

15/1 Officials shall receive the salary as set out in one of the following tables, in accordance with their category or job family, and their grade and step.

Last update: October 2023

Instructions

115/1.1 *One twelfth of the annual salary shall be payable in arrears each calendar month.*

115/1.2 *Salaries shall be paid on the twenty-fifth day of the month or on the last working day preceding that day.*

115/1.3 *Salaries shall be payable in euros.*

115/1.4 *Where an official works for less than 16 days in a calendar month, he/she shall be entitled to one-thirtieth of his/her monthly salary per day worked. Where an official works for more than 15 days in a calendar month, he/she shall be entitled to his/her monthly salary less one-thirtieth thereof per day not worked. All Saturdays, Sundays and public holidays included in the period starting with the date of appointment and ending with the last day of appointment shall be considered to be days worked. However, when an official in service dies, his/her emoluments shall be maintained to the end of the current calendar month.*

Rule

15/2 For the purposes of these Rules, unless it is specifically otherwise stated, emoluments shall include the salary specified in Rule 15/1, and the allowances specified in Regulation 16 a) and b).

Instruction

115/2 *Unless otherwise specified, all other emoluments shall be calculated and paid in the same*

conditions as salaries.

Last update: December 2000

FRANCE (OECD)

Monthly salary scale as from 01/01/2026 (EUR)

Category and grade	Steps																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
A 7	15 479.13	15 997.64	16 516.14	17 034.65	17 553.03	18 071.40	18 589.77											
A 6	14 141.25	14 532.27	14 923.28	15 314.29	15 705.56	16 096.83	16 292.46	16 683.73	16 879.36	17 270.62	17 661.88							
A 5	11 965.20	12 300.60	12 636.00	12 971.40	13 306.80	13 642.20	13 977.18	14 312.16	14 479.66	14 814.64	14 982.13	15 317.11	15 484.60	15 819.59	16 154.57			
A 4	10 332.28	10 601.05	10 869.83	11 138.60	11 407.37	11 676.14	11 945.19	12 214.24	12 348.76	12 617.80	12 752.32	13 021.37	13 155.89	13 424.94	13 693.97			
A 3	8 890.94	9 141.68	9 392.42	9 643.17	9 893.91	10 144.66	10 395.48	10 646.31	10 771.71	11 022.54	11 147.94	11 398.77	11 524.18	11 775.00	12 025.82			
A 2	7 205.65	7 399.05	7 592.45	7 785.85	7 979.25	8 172.65	8 365.85	8 559.06	8 655.66	8 848.86	8 945.46	9 138.67	9 235.27	9 428.47	9 621.67			
A 1	5 639.06	5 808.66	5 978.26	6 147.85	6 317.45	6 487.05	6 656.65	6 826.25	6 911.05	7 080.65	7 165.45	7 335.05	7 419.85	7 589.44	7 759.04			
L 5	10 926.16	11 144.86	11 363.56	11 800.95	12 019.65	12 238.35	12 675.74	12 894.44	13 113.13	13 550.53	13 769.22	13 987.92	14 425.31	14 644.01	14 862.71			
LT4 - LI4	9 606.35	9 798.47	9 990.60	10 374.86	10 566.98	10 759.11	11 143.36	11 335.49	11 527.62	11 911.87	12 104.00	12 296.13	12 680.38	12 872.51	13 064.64	13 448.89	13 641.02	13 833.14
LT3 - LI3	9 111.34	9 293.45	9 475.55	9 839.76	10 021.87	10 203.97	10 568.18	10 750.29	10 932.39	11 296.60	11 478.71	11 660.81	12 025.02	12 207.13	12 389.23			
LT2	7 323.63	7 470.17	7 616.70	7 909.76	8 056.29	8 202.82	8 495.88	8 642.41	8 788.94	9 082.01	9 228.54	9 375.07	9 668.13	9 814.66	9 961.19			
LT1 - LI1	5 965.98	6 085.22	6 204.46	6 442.93	6 562.17	6 681.41	6 919.89	7 039.12	7 158.36	7 396.84	7 516.08	7 635.32	7 873.79	7 993.03	8 112.27			
B 6	6 446.85	6 659.51	6 872.17	7 084.83	7 297.49	7 510.15	7 722.81	7 864.59	8 006.37	8 077.25	8 219.03	8 289.91	8 431.69	8 573.45				
B 5	5 547.13	5 730.50	5 913.86	6 097.22	6 280.58	6 463.94	6 647.31	6 769.55	6 891.79	6 952.91	7 075.15	7 136.27	7 258.51	7 380.75				
B 4	4 775.41	4 932.97	5 090.54	5 248.11	5 405.67	5 563.24	5 720.80	5 825.85	5 930.90	5 983.42	6 088.46	6 140.98	6 246.03	6 351.07				
B 3	4 183.22	4 321.23	4 459.24	4 597.25	4 735.26	4 873.27	5 011.28	5 103.28	5 195.29	5 241.30	5 333.30	5 379.31	5 471.31	5 563.32				
B 2	3 642.90	3 763.13	3 883.35	4 003.58	4 123.81	4 244.03	4 364.26	4 444.40	4 524.55	4 564.63	4 644.78	4 684.86	4 765.00	4 845.16				
B 1	3 197.55	3 303.28	3 409.01	3 514.74	3 620.47	3 726.20	3 831.93	3 902.41	3 972.90	4 008.14	4 078.63	4 113.87	4 184.36	4 254.84				
C 6	4 666.39	4 806.19	4 945.99	5 085.80	5 225.60	5 365.40	5 505.20	5 598.40	5 691.60	5 738.20	5 831.40	5 878.00	5 971.20	6 064.41				
C 5	4 209.78	4 336.05	4 462.32	4 588.59	4 714.87	4 841.14	4 967.41	5 051.59	5 135.77	5 177.86	5 262.04	5 304.14	5 388.31	5 472.50				
C 4	3 815.99	3 930.49	4 044.98	4 159.48	4 273.97	4 388.47	4 502.96	4 579.29	4 655.62	4 693.78	4 770.11	4 808.28	4 884.61	4 960.94				
C 3	3 463.05	3 567.01	3 670.97	3 774.93	3 878.89	3 982.84	4 086.80	4 156.11	4 225.41	4 260.07	4 329.37	4 364.02	4 433.33	4 502.63				
C 2	3 154.96	3 249.62	3 344.28	3 438.95	3 533.61	3 628.27	3 722.94	3 786.04	3 849.15	3 880.71	3 943.81	3 975.37	4 038.48	4 101.59				
C 1	2 855.08	2 940.99	3 026.90	3 112.81	3 198.72	3 284.63	3 370.54	3 427.81	3 485.08	3 513.72	3 570.99	3 599.63	3 656.90	3 714.17				

FRANCE (OECD)

Monthly salary scale as from 01/01/2026 (EUR)

EXECUTIVE LEADERSHIP

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
EL3	16 090.64	16 414.06	16 743.98	17 080.54	17 423.85	17 774.08	17 951.82	18 131.33
EL2	14 279.63	14 566.64	14 859.44	15 158.11	15 462.79	15 773.59	15 931.32	16 090.64
EL1	12 672.44	12 927.15	13 187.00	13 452.06	13 722.44	13 998.26	14 138.25	14 279.63

POLICY ANALYSIS & LEGAL

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
PAL8	11 134.80	11 358.61	11 586.92	11 819.81	12 057.40	12 299.75	12 422.75	12 546.97
PAL7	9 783.73	9 980.39	10 181.00	10 385.63	10 594.38	10 807.33	10 915.40	11 024.55
PAL6	8 098.38	8 261.16	8 427.22	8 596.60	8 769.39	8 945.65	9 035.12	9 125.46
PAL5	6 975.54	7 115.75	7 258.78	7 404.68	7 553.51	7 705.33	7 782.39	7 860.21
PAL4	6 008.38	6 129.14	6 252.34	6 378.01	6 506.21	6 636.98	6 703.36	6 770.39
PAL3	5 279.34	5 385.45	5 493.70	5 604.12	5 716.76	5 831.67	5 889.99	5 948.89
PAL2	4 638.76	4 732.00	4 827.11	4 924.14	5 023.11	5 124.07	5 175.32	5 227.06
PAL1	3 956.03	4 035.55	4 116.66	4 199.40	4 283.82	4 369.92	4 413.62	4 457.75

CORPORATE FUNCTIONS

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
CF7	10 700.33	10 915.40	11 134.80	11 358.61	11 586.92	11 819.81	11 938.01	12 057.40
CF6	9 401.97	9 590.95	9 783.73	9 980.39	10 181.00	10 385.63	10 489.48	10 594.38
CF5	7 782.39	7 938.81	8 098.38	8 261.16	8 427.22	8 596.60	8 682.56	8 769.39
CF4	6 838.10	6 975.54	7 115.75	7 258.78	7 404.68	7 553.51	7 629.04	7 705.33
CF3	6 008.38	6 129.14	6 252.34	6 378.01	6 506.21	6 636.98	6 703.36	6 770.39
CF2	5 279.34	5 385.45	5 493.70	5 604.12	5 716.76	5 831.67	5 889.99	5 948.89
CF1	4 638.76	4 732.00	4 827.11	4 924.14	5 023.11	5 124.07	5 175.32	5 227.06

GENERAL ADMINISTRATION

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
GA10	9 496.00	9 686.86	9 881.57	10 080.20	10 282.81	10 489.48	10 594.38	10 700.33
GA9	8 427.22	8 596.60	8 769.39	8 945.65	9 125.46	9 308.89	9 401.97	9 496.00
GA8	7 478.73	7 629.04	7 782.39	7 938.81	8 098.38	8 261.16	8 343.77	8 427.22
GA7	6 636.98	6 770.39	6 906.48	7 045.29	7 186.91	7 331.36	7 404.68	7 478.73
GA6	5 889.99	6 008.38	6 129.14	6 252.34	6 378.01	6 506.21	6 571.27	6 636.98
GA5	5 227.06	5 332.13	5 439.31	5 548.64	5 660.16	5 773.93	5 831.67	5 889.99
GA4	4 502.33	4 592.83	4 685.14	4 779.32	4 875.38	4 973.38	5 023.11	5 073.34
GA3	3 878.08	3 956.03	4 035.55	4 116.66	4 199.40	4 283.82	4 326.65	4 369.92
GA2	3 441.60	3 510.78	3 581.34	3 653.33	3 726.76	3 801.67	3 839.68	3 878.08
GA1	3 054.24	3 115.64	3 178.26	3 242.15	3 307.31	3 373.78	3 407.52	3 441.60

GX	2 553.40	2 604.73	2 657.08	2 710.49	2 764.97	2 820.54	2 848.75	2 877.23

CHAPTER II – ALLOWANCES (Regulation 16)

REGULATION 16

a) Officials shall be entitled to the following allowances as established by rules of the Secretary-General subject to approval by the Council:

b) family allowances;

c) an expatriation allowance;

d) an installation allowance;

e) a rent allowance;

f) where appropriate. an acting allowance;

g) an education allowance.

Last update: January 2017

Section I – General provision

Rule

16/0 Notwithstanding in particular the provisions of Rules 16/1.1.3, 16/1.2.2, 16/1.3.4 b), 16/2.2.5 and 16/2.3.6, the benefits to which officials might be entitled in respect of their dependent children under French social security legislation shall not be deducted from benefits due under these Rules.

Instructions

116/0 *Entitlement to allowances shall be determined at the time of appointment and shall be reviewed periodically. To this end, officials shall provide all relevant documents to the human resources department and a questionnaire shall be circulated for this purpose. Officials shall inform the Head of Human Resource Management without delay of any changes in personal or professional status that may affect their entitlement to allowances.*

116/0.1 *Allowances may be paid in respect of a period preceding the notification to the Head of Human Resource Management of the facts determining entitlement, in accordance with Rule 17/8.*

116/0.2 *Where an official misinforms or omits to inform the Head of Human Resource Management of any relevant fact and receives, as a result, an undue allowance, he/she shall be required to refund any sums of money so received and shall be liable to disciplinary action.*

Last update: January 2017

Rule

16/0 (bis) Officials who have entered into a partnership organising the conditions of their marital relationship registered with a national public authority shall be considered as married officials and their partners as spouses, provided that all the following conditions are met:

- neither of the partners is married or has already entered into another registered partnership;
- the kinship between the partners does not preclude their marriage;
- the couple as such does not legally have access to civil marriage under the legislation of the State of

which the official is a national or of the country of residence of the couple.

Last update: January 2008

Instructions

116/0 (bis) *Officials shall furnish the Head of Human Resource Management with proof that all the conditions set out in Rule 16/0 (bis) are met.*

116/0.1 (bis) *Officials and their partners who, at the time of the entry into force of a law authorising their access to civil marriage, were already considered as married officials and their partners as spouses under Rule 16/0(bis) are not required to marry to continue to benefit from this status.*

Last update: January 2017

Section II – Family allowances and supplements

PROVISIONS APPLICABLE TO OFFICIALS APPOINTED BEFORE 1 JANUARY 2017

Rule

16/1 The provisions of Rules 16/1.1 to 16/1.4.1 shall apply to officials whose appointment has taken effect before 1 January 2017.

Last update: January 2017

Subsection I - Household Allowance

Rules

16/1.1 Married officials, officials who have one or more dependants and officials entitled to the allowance for a handicapped child shall be entitled, subject to the following provisions, to a household allowance equal to 6 per cent of their salary subject to a minimum household allowance of 6 per cent of the salary at grade B3 step 1.

16/1.1.1 In the case of a married official who has no dependent person and whose spouse exercises a gainful activity:

a) if the earned income of the spouse is less than the sum of the salary of an official of grade B3 step 1 plus the household allowance to which the official would be entitled under Staff Rule 16/1.1, the household allowance shall be equal to the difference between the earned income of the spouse and that sum, but shall in no case be greater than 6 per cent of the salary of the official or, as the case may be, than 6 per cent of the salary of an official of grade B3 step 1;

b) if the earned income of the spouse is equal to or greater than the sum of the salary of an official of grade B3 step 1 plus the household allowance to which the official would be entitled under Rule 16/1.1, no household allowance shall be payable.

Instructions

116/1.1.1 *Officials shall furnish the Head of Human Resource Management with proof of their entitlement to the household allowance.*

116/1.1.2 *Where officials become entitled to a household allowance, the allowance shall be paid for the whole month if the entitlement occurs before the sixteenth day, and for half a month if it occurs after the fifteenth day. Where officials lose their entitlement to a household allowance, the allowance shall be paid for half a month if loss of entitlement occurs before the sixteenth day, and for the whole month if it occurs after the fifteenth day.*

Rules

16/1.1.2 Where two spouses are both employed by the Organisation, or where the spouse of an official is employed by one of the organisations specified in Rule 17/7.1 and both spouses are entitled to the household allowance, it is paid to the spouse they choose by mutual agreement, or, failing that, the spouse whose salary is the greater.

16/1.1.3 Where an official or his/her spouse already receives a household allowance or a similar allowance from another source, the amount so received shall be deducted from the allowance due by virtue of Rule 16/1.1.

Subsection II - Child's Allowance and benefits for a handicapped child

CHILD'S ALLOWANCE

Rule

16/1.2 Officials shall be entitled to a child's allowance of 5,071.92 euros per annum in respect of each child whose support they are effectively responsible for.

Last update: January 2026

Instruction

116/1.2 *The provisions of Instructions 116/1.1.1 and 116/1.1.2 shall apply to the child's allowance.*

Rule

16/1.2.1

a) any unsalaried child, who is born to, or adopted by, or who is given a home by, an official or his/her spouse and who is dependent on an official or his/her spouse for main and continuing support and who:

   i) is under eighteen years of age or;

   ii) was born before 1 January 2032, is between eighteen and twenty- six years of age, and is receiving school or university education or vocational training, or;

   iii) was born on or after 1 January 2032, is between eighteen and twenty-two years of age, and is receiving school or university education or vocational training shall be considered a dependent child.

b) any handicapped child, within the meaning of Rule 16/1.3.1, who is dependent on an official or his/her spouse for main and continuing support, shall also be considered a dependent child.

Last update: January 2017

Instructions

116/1.2.1 *During the period when a child under twenty-six years of age, or, for children born on or after 1 January 2032, under twenty-two years of age, carries out his/her compulsory national service without remuneration, he/she shall be considered as complying with the conditions provided for in Rules 16/1.2 and 16/1.2.1.*

116/1.2.1.1 *To obtain payment of a dependant's allowance in respect of a child over eighteen years of age, officials shall be required to furnish the Head of Human Resource Management, at the beginning and end of each academic year, with proof that the child is receiving a school or university education or vocational training, or is carrying out his compulsory national service without remuneration.*

Last update: January 2017

Rule

16/1.2.2 Where an official or his/her spouse already receives from another source an allowance for the support of a child of the same nature as the allowance due by virtue of Rule 16/1.2, such amount shall be deducted from the latter allowance, without prejudice to the provisions of Rule 16/1.3.4 a).

BENEFITS FOR A HANDICAPPED CHILD

Rules

16/1.3 An official with a dependent child who is handicapped within the meaning of these Rules, whatever the age of the child, may claim the benefit of an allowance for a handicapped child and of reimbursement of education or training expenses related to the handicap.

16/1.3.1

a) A child shall be deemed to be handicapped if it is established by medical evidence that he or she is suffering from a handicap necessitating special care, supervision, or special education or training.

b) Only handicaps established by medical evidence which necessitate special care, supervision, or special education or training, not provided free of charge, entitle to the benefits provided under Rule 16/1.3.

16/1.3.2

a) The criterion for entitlement to the benefits provided for under these Rules shall be the serious and continuing impairment of the physical or mental capacities.

b) Children may be deemed to be handicapped when they suffer from:

- serious or chronic affection of the central or peripheral nervous system, however caused, such as encephalapathies, myelopathies or peripheral paralysis;
- serious affection of the locomotor system;
- serious affection of one or more sensory systems;
- chronic and disabling mental illness.

c) The above list is not exhaustive and is set out as an indication.

16/1.3.3

a) The amount of the allowance for a handicapped child shall be equal to the amount of the allowance for a dependent child provided for in Rule 16/1.2 and shall be additional thereto.

b) An official receiving the allowance for a handicapped child is required to declare any similar allowance which is paid to him/her, his/her spouse or the handicapped child under a national or international scheme, in which case such payments shall be deducted from the allowance paid under these Rules. Should no allowance be payable in respect of a handicapped child by the sole virtue of the provisions of this sub- paragraph, such child shall nonetheless continue to be considered as a dependent child within the meaning of Rule 16/1.2.

c) The decision granting the allowance for a handicapped child shall be taken after consulting an advisory board which shall include at least one medical practitioner. Such decision shall specify the period for which the entitlement to benefits for a handicapped child is granted, subject to review.

Last update: March 1993

Instruction

116/1.3.3 *The board referred to in Rule 16/1.3.3 c) shall be composed as follows:*

Chair	-	*the Head of Human Resource Management;*
Members	-	*a medical practitioner appointed by the Secretary- General,*
	-	*an official appointed by the Secretary-General who has been proposed by the Staff Association;*
Secretary	-	*a member of the Human Resource Management Service.*

Deputy members are appointed by the Secretary-General under the same conditions as those applicable to incumbent members. The duration of the mandate of both incumbent and deputy members is two years.

Rule

16/1.3.4

a) Educational or training expenses related to the handicap may only be the subject of a claim for reimbursement on the double condition that such expenses:

   i) have been incurred in order to provide the handicapped child with education or training specially adapted to the child's needs and designed to obtain the highest possible level of functional capability, and

   ii) are not of the same kind as those taken into account under Rule 16/8.2 for the purposes of education allowance.

b) Education or training expenses which are assessed to be reasonable shall be reimbursed, after consulting the Board referred to in Rule 16/1.3.3 c). Within the limit of 90% of their amount, after deduction of any payment received from any other source for the same purpose.

Last update: January 2017

Subsection III - Dependant's Allowance

Rule

16/1.4 Officials are entitled to an allowance of the same amount as that of the child's allowance for any immediate forebear related to them by blood or marriage and who they can prove is dependent on them for main and continuing support, under the conditions fixed by the Secretary-General.

Instruction

116/1.4

a) A person is considered a dependant of an official in the meaning of Rule 16/1.4, when the official ensures his/her main and continuing support and if;

   i) the official is under a legal obligation to support that person and the support cost represents more than 15% of the official's basic salary; or

   ii) that person has a total income of less than 50% of the basic salary of an official of grade C1 step 1, and

   - *the support provided represents more than 15% of the official's basic salary, or*
   - *the official provides that person full board and lodging in his/her household.*

b) In order to establish the dependant's income, all revenues shall be taken into account. When a dependant lives with his/her spouse, his/her income shall be considered as fulfilling the criteria set out in paragraph a) ii) above if the total income of the couple does not exceed 85% of the basic salary of an official of grade C1 step 1. In such cases, only one allowance is granted to the official in respect of the

household.

c) *In order to establish the main and continuing support provided by the official, the following shall be taken into account:*

i) direct support :

- *the regular and continuing financial support provided by the official to the dependant;*

ii) indirect support:

- *the regular and continuing payments made by the official for the benefit of the dependant such as direct payment to an old people's home;*
- *the accommodation provided by the official to the dependant, other than in the official's household.*

Last update: September 97

Rule

16/1.4.1 Where two spouses are both employed by the Organisation, or where the spouse of an official is employed by one of the organisations specified in Rule 17/7.1, the dependant's allowance shall be paid to the spouse they choose by mutual agreement, or, failing that, who receives the household allowance.

Last update: January 2017

PROVISIONS APPLICABLE TO OFFICIALS APPOINTED AS OF 1 JANUARY 2017

Rule

16/2 The provisions of Rules 16/2.1 to 16/2.4.1 shall apply to officials whose appointment has taken effect as of 1 January 2017.

Subsection IV - Basic family allowance

Rule

16/2.1

a) Officials who establish a family unit at the duty station with their spouse shall be entitled, subject to the following provisions, to a basic family allowance.

b) The basic monthly amount of the basic family allowance is 422.66 euros.

c) When officials receive the expatriation allowance, the basic family allowance is equal to two times the basic monthly amount.

Last update: January 2026

Instructions

116/2.1 *For the purposes of Rule 16/2.1, the household actually and habitually established by officials and their spouse is considered as a family unit.*

116/2.1.0 *When officials become entitled to the basic family allowance, this allowance shall be paid for the whole month if the entitlement occurs before the sixteenth day and for half a month if it occurs after the fifteenth day. When officials lose their entitlement to the basic family allowance, this allowance shall be paid for half a month if loss of entitlement occurs before the sixteenth day and for the whole month if it occurs after the fifteenth day.*

Rule

16/2.1.1

a) The basic family allowance shall be paid to officials whose spouse has a monthly overall income[8] lower than 50% of the basic monthly salary of the scale of the duty station of a C1/1 grade official, plus the basic amount of the basic family allowance.

b) Eligibility shall commence when officials and their spouse have established a family unit at the duty station. It shall end when the family unit is dissolved or when the spouse ceases to actually and habitually live with the official at the duty station.

16/2.1.2 Officials eligible for the basic family allowance shall be entitled to a basic monthly amount equal to 422.66 euros. Officials eligible for the expatriation allowance, irrespective of whether they take up duty from within or from outside the same geographical zone of the duty station as defined in Rule 16/2.1.3 shall be entitled to an additional monthly amount equal to 422.66 euros. In order to ensure an equivalent allowance regardless of the country of the duty station, these amounts shall be adjusted by the purchasing power parities applicable in the country of the duty station[9]. These amounts are shown in the table below.

Last update: January 2026

[8] Gross income less compulsory social and/or pension contributions.

[9] See Appendix 3 in the Annex I bis of the Staff Rules.

ALLOWANCES/SUPPLEMENTS EXPRESSED IN ABSOLUTE VALUE

Amounts at 01/01/2026

	Basic Family Allowances[1] (1)	Expatriated Child Allowances (2)	Currency (3)
AUSTRALIA	607.66	170.58	AUD
AUSTRIA	397.01	111.45	EUR
BELGIUM	374.43	105.11	EUR
CANADA	551.98	154.95	CAD
DENMARK	3626.00	1 018.00	DKK
ESTONIA	353.99	99.37	EUR
FINLAND	413.41	116.05	EUR
FRANCE	422.66	118.65	EUR
GERMANY	416.33	116.87	EUR
GREECE	323.74	90.88	EUR
HUNGARY	113 377.00	31 827.00	HUF
ICELAND	76 080.00	21 357.00	ISK
IRELAND	485.94	136.41	EUR
ITALY	324.78	91.17	EUR
JAPAN	87 695.00	24 618.00	JPY
KOREA	635 707.00	178 456.00	KRW
LATVIA	313.93	88.13	EUR
LITHUANIA	325.48	91.37	EUR
LUXEMBOURG	445.81	125.15	EUR
MEXICO	5 892.00	1 654.00	MXN
NETHERLANDS	421.42	118.30	EUR
NEW ZEALAND	609.16	171 .00	NZD
NORWAY	5 342.00	1 500.00	NOK
POLAND	1 299.23	364.72	PLN
PORTUGAL	343.08	96.31	EUR
SPAIN	343.50	96.43	EUR
SWEDEN	4 966.00	1 394.00	SEK
SWITZERLAND	565.31	158.70	CHF
TÜRKIYE	12 792.55	3 591.13	TRY
UNITED KINGDOM	341.67	95.91	GBP
UNITED STATES	476.31	133.71	USD

NOTE: [1]With the exception of the Expatriated Child Allowance, the amounts presented in column 1 are applicable to the Basic Family Allowance and all other allowances/supplements expressed in absolute values listed in paragraph 3 of the 242nd Report.

16/2.1.3 For the purposes of Rule 16/2.1.2, four geographical zones are defined as follows: EME (Europe and Middle East), Africa, Americas (North, Central and South America), Asia and Pacific (Far East and Pacific countries).

16/2.1.4

a) In the case of an official whose spouse has an overall income equal to or higher than 50% of the basic monthly salary of the scale of the duty station of a C1/1 grade official, the amount of the allowance payable shall be reduced. The allowance shall be equal to the difference between 50% of the basic monthly salary of the scale of the duty station of a C1/1 grade official, plus the basic amount of the basic family allowance and the income of the spouse.

b) If the spouse's income is equal to or higher than 50% of the basic monthly salary of the scale of the duty station of a C1/1 grade official plus the basic amount of the basic family allowance, no allowance shall be paid.

c) When the spouse's income becomes equal to or higher than 50% of the basic monthly salary of the scale of the duty station of a C1/1 grade official plus the basic amount of the basic family allowance, the basic family allowance shall cease to be paid.

16/2.1.5 When officials are transferred to a different duty country at the initiative of the Organisation, the Secretary-General may, in circumstances such as an exceptional organisational restructuring or to support the accomplishment of missions critical for the Organisation, reset the period of payment for the family unit.

Instruction

116/2.1.5 *For the purposes of Rule 16/2.1.5, transfers undertaken in the interest of the Organisation shall be considered as supporting the accomplishment of missions critical for the Organisation.*

Rules

16/2.1.6

a) For officials who are not eligible for the expatriation allowance, the basic amount of the basic family allowance shall be paid monthly for a period of up to five consecutive years following the taking up of duty of officials or the time of the establishment of their family unit.

b) For officials who are eligible for the expatriation allowance and who take up duty from within the same geographical zone of the duty station, the basic amount of the basic family allowance and the additional amount shall be paid monthly and reduced after five years by one fifth per year to reach zero the tenth year of a consecutive period following the official's taking up of duty or the moment when the family unit is established at the duty station.

c) For officials who are eligible for the expatriation allowance and who take up duty from outside the geographical zone of the duty station, the basic amount of the basic family allowance and the additional amount shall be paid monthly for the duration of the official's employment. However, if the official has the nationality of one of the countries of the geographical zone of the duty station, the payment of the basic amount and its additional amount shall be made in accordance with paragraph b) above.

16/2.1.7

a) When officials or their spouse already receive allowances of the same nature as the basic family allowance due by virtue of Rule 16/2.1from another source, such amount shall be deducted from the basic family allowance.

b) When two officials are spouses and work for the Organisation or for one of the organisations specified in Rule 17/7.1, only one basic family allowance shall be paid to the official they choose by mutual agreement, or, failing that, the official with the highest income, provided all other eligibility criteria are met.

16/2.1.8 The basic family allowance shall no longer be paid to officials when the family unit is dissolved, namely when their spouse ceases to actually and habitually live in the household at the duty station.

Last update: January 2017

Subsection V - Dependent child supplement

Rule

16/2.2

a) Officials shall be entitled to an allowance entitled "dependent child supplement" for:

i) each dependent child under eighteen years of age;

ii) each dependent child aged eighteen to twenty-two years pursuing full-time studies. Payment of the supplement shall be maintained until the end of the academic year during which the child reaches the age of twenty-two;

iii) each child for whom they receive the supplement for disabled or severely disabled child.

b) the amount of the dependent child supplement is 422.66 euros per month.

Last update: January 2026

Instruction

116/2.2 *Any unsalaried child, who is born to, or adopted by, or who is given a home by officials or their spouse and who is dependent on officials or their spouse for main and continuing support and who:*

i) is under eighteen years of age; or

ii) is between eighteen and twenty-two years of age and is receiving school or university education or vocational training,

shall be considered a dependent child

Rules

16/2.2.1 The dependent child supplement shall continue to be granted regardless of age for children considered to be disabled or severely disabled by virtue of Rule 16/2.3.

16/2.2.2 If the dependent child has to perform compulsory military or civil service under the legislation of his or her country of nationality, eligibility for the supplement shall be extended beyond the child's 22nd birthday, for a period not to exceed the duration of that compulsory military or civil service. Payment of the supplement shall be suspended for the duration of the military or civil service.

16/2.2.3 Officials in a single-parent family situation with one or more dependent children shall be granted one additional dependent child supplement, the amount of which is equal to the amount provided for in Rule 16/2.2. Only one additional supplement shall be paid, notwithstanding the number of dependent children.

Instruction

116/2.2.3 *For the purposes of Rule 16/2.2.3, officials who provide the sole care for at least one dependent child as defined in Instruction 116/2.2 shall be considered as being in a single- parent family situation.*

Rules

16/2.2.4

a) When a child is dependent on two officials of the Organisation or of one of the organisations specified in Rule 17/7.1, the dependent child supplement is paid to the official they choose by mutual agreement,

or, failing that, the official whose salary is the greater.

b) In case of shared or alternate custody of dependent children referred to in the previous paragraph, the dependent child supplement shall be shared in equal parts between those officials. Nevertheless, one of them may receive a part that is more or less than half of the supplement, or the totality of the supplement, if this is provided by a court decision or in the absence of such decision, if the officials so decide by mutual agreement.

16/2.2.5 When officials, their spouse or the other parent of the children already receive allowances of the same nature as the dependent child supplement due by virtue of Rule 16/2.2 from another source, such amount shall be deducted from the dependent child supplement.

Last update: January 2017

Subsection VI - Supplements for disabled or severely disabled child

Rules

16/2.3

a) Officials with a dependent child medically certified with a disability and necessitating special care, supervision, or special education or training, not provided free of charge, shall be entitled, in addition to the dependent child supplement, to an allowance entitled "supplement for disabled child". This supplement is granted regardless of the age of the child.

b) Officials with a dependent child medically certified with a disability:

i) who requires permanent care from a third person; or

ii) when the officials' spouse has given up any professional occupation in order to take care of the disabled child,

shall be entitled to an allowance entitled "supplement for severely disabled child". This supplement is granted regardless of the age of the child.

c) In exceptional circumstances, the Secretary-General may decide to grant the supplement for disabled or severely disabled child to officials whose child does not fulfil the conditions provided in Rule 16/2.2 a) at the time of the request for the supplement for disabled or severely disabled child, but meets the criteria of the preceding paragraphs.

d) Officials entitled to the supplement for disabled child or severely disabled child may claim, subject to certain conditions, reimbursement for education and/or training costs that are related to the child's disability, as referred to in paragraphs a) and b) above.

16/2.3.1

a) The supplement for disabled child shall be a basic monthly amount equal to 422.66 euros.

b) The supplement for severely disabled child shall be double that amount.

c) The two supplements shall not be paid concurrently for the same child.

Last update: January 2026

16/2.3.2 The decision granting the supplement for disabled or severely disabled child and specifying the period for which the entitlement is granted and any revision if necessary, shall be taken by the Secretary-General after consulting an advisory board which shall include at least one medical practitioner. This board shall assess the nature and severity of the disability and recommend the period for which the entitlement to benefits for a disabled child is granted, which may be subject to review, if necessary.

Instruction

116/2.3.2 *The board referred to in Rule 16/2.3.2 shall be composed as follows:*

Chair	-	*the Head of Human Resource Management;*
Members	-	*a medical practitioner appointed by the Secretary- General,*
	-	*an official appointed by the Secretary-General who has been proposed by the Staff Association;*
Secretary	-	*a member of the Human Resource Management Service.*

Deputy members are appointed by the Secretary-General under the same conditions as those applicable to incumbent members. The duration of the mandate of both incumbent and deputy members is two years.

Rules

16/2.3.3

a) The criterion for entitlement to the benefits provided for under Rule 16/2.3 shall be the serious and continuing impairment of the physical and/or mental capacities.

b) Children may be considered disabled by the board referred to in Rule 16/2.3.2 if they suffer from:

- Serious or chronic affection of the central or peripheral nervous system however caused: encephalopathy, myelopathy or peripheral paralysis;
- Serious affection of the locomotor system;
- Serious affection of one or more sensory systems;
- Chronic and disabling mental illness.

c) The above list is not exhaustive and is set out as an indication.

16/2.3.4

a) Educational and/or training expenses related to the handicap may only be the subject of a claim for reimbursement on the double condition that such expenses:

i) have been incurred in order to provide the handicapped child with education and/or training specially adapted to the child's needs and designed to obtain the highest possible level of functional capability, and

ii) are not of the same kind as those taken into account under Rule 16/8.2 for the purposes of the education allowance.

b) Education and/or training expenses which are assessed to be reasonable shall be reimbursed, after consulting the Board referred to in Rule 16/2.3.2, within the limit of 90% of their amount, after deduction of any payment received from any other source for the same purpose.

Non-double payment

16/2.3.5 Only one supplement for disabled or severely disabled child shall be granted for each disabled or severely disabled child under the conditions set out in the present Rules.

16/2.3.6 When officials, their spouse or the other parent already receive an allowance of the same nature as the supplements for disabled or severely disabled child due by virtue of Rule 16/2.3 from another source, such amount shall be deducted from the supplements for disabled or severely disabled child.

16/2.3.7

a) When a disabled child medically certified with a disability is dependent on two officials of the Organisation or of one of the organisations specified in Rule 17/7.1, the supplement for disabled or severely disabled child is paid to the official they choose by mutual agreement, or, failing that, the official whose salary is the greater.

b) In case of shared or alternate custody of children referred to in the previous paragraph, the supplement for disabled or severely disabled child shall be shared in equal parts between those officials. Nevertheless, one of them may receive a part that is more or less than half of the supplement, or the totality of the supplement, if this is provided by a court decision or in the absence of such decision, if the officials so decide by mutual agreement.

Last update: January 2017

Subsection VII - Supplement for disabled and dependent parent

Rule

16/2.4

a) Officials providing main and continuing support to their disabled and dependent father and/or mother in accordance with the present Rules shall be entitled to an allowance entitled "supplement for disabled and dependent parent".

b) This amount of the supplement for disabled and dependent parent is 422.66 euros per month. Only one supplement for disabled and dependent parent is granted to officials, regardless of how many disabled and dependent parents they may have.

c) The supplement for disabled and dependent parent shall only be granted if an official's dependent mother or father:

i) is aged over 60; and

ii) has an monthly overall income[10] lower than 50% of the basic monthly salary of the scale of the parents' country of residence of a C1/1 grade official; and

iii) is medically certified with a disability.

Last update: January 2026

Instructions

116/2.4

a) A parent is considered as a dependent parent of officials in the meaning of Rule 16/2.4 when:

i) the support provided represents more than 15% of the officials' basic salary; or

ii) the official provides that parent full board and lodging in their household.

b) For the purposes of Rule 16/2.4 a), in order to establish the main and continuing support provided by the officials, the following shall be taken into account:

i) direct support:

- *the regular and continuing financial support provided by the official to the dependant;*

ii) indirect support:

- *the regular and continuing payments made by the official for the benefit of the dependant such as direct payment to an old people's home;*
- *the accommodation provided by the official to the dependant, other than in the official's household.*

c) For the purposes of Rule 16/2.4 c), in order to establish the parent's income, all revenues shall be taken into account.

116/2.4.0.1 *The decision granting the supplement for disabled and dependent parent and specifying the period for which the entitlement is granted and any revision if necessary, shall be taken by the Secretary-General after consulting the advisory board referred to in Rule 16/2.3.2. This board shall*

[10] Gross income less compulsory social and/or pension contributions.

assess the nature and severity of the disability and recommend the period for which the entitlement to benefits for a disabled and dependent parent is granted, which may be subject to review, if necessary.

Rule

16/2.4.1 When officials, the parent for whom they receive a supplement or disabled and dependent parent, or the spouse of that parent already receive an allowance of the same nature from another source, such amount shall be deducted from the supplement for disabled and dependent parent due by virtue of Rule 16/2.4. Gross income less compulsory social and/or pension contributions

Last update: January 2017

Section III - Expatriation allowance

GENERAL PROVISIONS

Rule

16/3

a) The provisions of Rules 16/3.5 to 16/3.7 shall apply to officials whose appointment has taken effect before 1 January 1996.

b) The provisions of Rules 16/3.8 to 16/3.11 shall apply to officials whose appointment has taken effect after 31 December 1995 and who have been appointed before 1 January 2012.

c) The provisions of Rules 16/3.12 to 16/3.24 shall apply to officials appointed as of 1 January 2012. Last update: January 2012

Instruction

116/3.0 *In order to determine whether the conditions of nationality and residence are met, in the case of successive appointments, the expression "appointment", for the purposes of Rules 16/3.5, 16/3.7 and 16/3.8, shall mean the first appointment of an official, as an auxiliary, salaried consultant, employee or official.*

Rules

16/3.1 The amount of the expatriation allowance shall not be less than that payable to officials in grade B3, step 1.

16/3.2 Officials entitled to the expatriation allowance shall also receive a supplementary expatriation allowance of 1,423.80 euros per annum in respect of each dependent child. However, officials who are in receipt of the education allowance shall not be entitled to the supplementary allowance for dependent children included in the expatriation allowance.

Last update: January 2026

16/3.3 The rate of the expatriation allowance applicable to an official married to another official of the Organisation or to an official employed in the same country by one of the organisations specified in Rule 17/7.1 shall be that which is applicable to officials not entitled to the household allowance, if the spouse of that official is likewise entitled to the expatriation allowance.

16/3.4 Officials in receipt of the expatriation allowance, who take up their duties in a country of which they are nationals, shall cease to receive the expatriation allowance. Officials in category A, L or B who are transferred to a country of which they are not nationals shall be entitled to the expatriation allowance.

PROVISIONS APPLICABLE TO OFFICIALS APPOINTED BEFORE 1 JANUARY 1996

16/3.5 An expatriation allowance shall be paid to officials in categories A, L or B appointed before 1 January 1996 at the rate fixed in Rule 16/3.6 provided that, at the time of their appointment by the Organisation or, if such appointment immediately follows employment in one of the organisations specified in Rule 17/7.1, at the time of their appointment by such an organisation:

a) they are not nationals of the country where they carry out their duties;

b) they had not been continuously resident in that country for at least three years, no account being taken of previous service in the administration of the country of which they are nationals or in other international organisations.

16/3.6 The expatriation allowance due to officials in categories A, L or B shall be equal to 20% of their salary if they receive the household allowance, or 16% if they do not receive it.

16/3.7 Officials in categories A, L or B who, at the time of their appointment, were nationals of the country where they carry out their duties shall be entitled to the expatriation allowance at the rates fixed in Rule 16/3.6 provided that at that time they had been continuously resident outside that country for at least ten years, no account being taken of previous service in the administration of the said country or in other international organisations.

PROVISIONS APPLICABLE TO OFFICIALS APPOINTED AFTER 31 DECEMBER 1995

16/3.8 An expatriation allowance shall be paid to officials in categories A, L or B appointed after 31 December 1995 at the rates fixed in Rule 16/3.9 provided that, at the time of their appointment by the Organisation:

a) they are not nationals of the country where they carry out their duties;

b) they had not been continuously resident in that country for at least one year, no account being taken of previous service in the administration of the country of which they are nationals or in other international organisations.

Instructions

116/3.8.1

a) For the official who is the spouse

i) of an official entitled to the expatriation allowance;

ii) of a former official who was entitled to the expatriation allowance;

iii) of a person who is not a national of the country of duty and who is working in that country in the service of the administration of the country of which he/she is a national or for another international organisation

the period of residence corresponding to the length of his/her spouse's service in the Organisation or in the national administration or in another international Organisation shall not be considered as resident in the country of duty for the purpose of Rule 16/3.8 b), except for the time during which the official has had gainful employment or activity.

b) This instruction shall apply to official recruited from the date of its publication on 1 October 1996.

Rules

16/3.9 The rate of expatriation allowance shall be set:

a) for officials entitled to the household allowance:

i) at 18% of the reference salary for the first ten years of service;

ii) at 17% of the reference salary during the eleventh year of service;

iii) at 16% of the reference salary during the twelfth year of service;

iv) at 15% of the reference salary as of the thirteenth year of service;

b) for officials not entitled to the household allowance:

i) at 14% of the reference salary for the first ten years of service;

ii) at 13% of the reference salary during the eleventh year of service;

iii) at 12% of the reference salary during the twelfth year of service;

iv) at 11% of the reference salary as of the thirteenth year of service.

16/3.10 The reference salary on the basis of which the expatriation allowance is calculated, in accordance with Rule 16/3.9, shall be that for the first step in the grade held by the official.

16/3.11 In the event of an official being recruited by the Organisation immediately after having been employed in the country of duty by another international organisation or by the administration or armed forces of the country of which the official is a national, the years of service with the previous employer shall be reckoned as years of service with the Organisation for the purposes of Rule 16/3.9.

PROVISIONS APPLICABLE TO OFFICIALS APPOINTED AS OF 1 JANUARY 2012

Eligibility Rule

16/3.12 An expatriation allowance shall be paid to officials in categories A, L or B appointed as of 1 January 2012 and all officials appointed as of 1 October 2023 who, at the time of their appointment by the Organisation:

a) were not nationals of the country where they carry out their duties (hereinafter duty country); and

b) had not been continuously resident in the duty country for at least one year, no account being taken of previous service in the administration of the country of which they are nationals or in other international Organisations; and

c) were appointed internationally from outside the Organisations specified in Rule 17/7.1 or from outside the duty country; and

d) were appointed from outside the local commuting area of their duty station.

Instructions

116/3.12.1 *In order to determine whether the conditions of nationality and residence are met, in the case of successive appointments, the expression "appointment", for the purposes of Rules 16/3.12, shall mean the first appointment of an official, as temporary staff member or official.*

Rule

16/3.13 The “local commuting area” shall be defined as a radius of 100 kilometres from the duty station.

16/3.14 In the event an official who has been entitled to the expatriation allowance is reassigned in a duty station where he/she does not meet the eligibility criteria in respect of this duty station, the latter shall cease to be entitled to the expatriation allowance.

16/3.15 In the event an official who has not been entitled to the expatriation allowance is reassigned in a duty station where he/she meets the eligibility criteria in respect of this duty station, the latter shall be entitled to the expatriation allowance.

16/3.16 In the event an official has been employed by one of the Organisations specified in Rule 17/7.1 and entitled to the expatriation allowance is taking up duty with the Organisation in the same country or in the event an official of another international Organisation or a member of the administration or armed forces of the country of which he/she is a national is taking up duty without changing country, the provisions of Rule 16/3.12 c) and d) shall not apply.

Rate of the allowance

16/3.17 The rate of the expatriation allowance shall be set:

a) at 10% of the reference salary for the first five years of service;

b) at 8% of the reference salary during the sixth year of service;

c) at 6% of the reference salary during the seventh year of service;

d) at 4% of the reference salary during the eighth year of service;

e) at 2% of the reference salary during the ninth year of service;

f) at 0% of the reference salary as of the tenth year of service.

16/3.18 The reference salary on the basis of which the expatriation allowance is calculated, in accordance with Rule 16/3.17, shall be that for the first step in the grade held by the official.

16/3.19 In the event an official is appointed by the Organisation after having been employed in the duty country by one of the Organisations specified in Rule 17/7.1, by another international Organisation or by the administration or armed forces of which the official is a national, the years of service with such previous employer will be taken into account for determining the rate of the expatriation allowance, in accordance with Rule 16/3.17.

16/3.20 In the event an official is reassigned to a new duty station and meets the eligibility criteria in respect of this duty station, the rate of the expatriation allowance shall be set at 10% in accordance with Rule 16/3.17 a) and shall then be reduced in accordance with Rule 16/3.17 b) to f).

Couples

16/3.21 In the event an official is married to another official of the Organisation or to an official employed in the same country by one of the Organisations specified in Rule 17/7.1, and they are both entitled to the expatriation allowance, they shall each receive an expatriation allowance at the rate corresponding to their respective years of service, as determined in accordance with Rules 16/3.17 to 16/3.20.

Verification of eligibility

16/3.22

a) Where any point on the frontier of the country of which the official is a national is within a radius of 100 kilometres from the duty station, such an official shall not be entitled to the expatriation allowance unless he/she supplies proof that he/she has established his/her actual and habitual residence in the duty country or, exceptionally and subject to agreement by the Secretary-General, in another country of which the official is not a national, taking account the official's family circumstances.

b) Officials receiving the expatriation allowance shall notify the Organisation of any change in their place of residence.

c) Under special circumstances and for sound and sufficient reasons, exceptions to paragraph a) may be made by the Secretary-General.

Related allowances

16/3.23 Officials entitled to the expatriation allowance shall also receive a supplementary expatriation allowance of 1,423.80[11] per annum in respect of each dependent child. However, officials who are in receipt of the education allowance shall not be entitled to the supplementary allowance for dependent children included in the expatriation allowance.

16/3.24 The reduction of the rate of the expatriation allowance to 0% shall not disqualify the official for entitlement to the education allowance, the expatriated child allowance or home leave.

Last update: January 2026

[11] Amounts at 1.1.2026

Section IV – Installation allowance

Rule

16/4

a) Officials of category A, L or B and all officials appointed as of 01/10/2023 shall receive an installation allowance, provided that:

   i) their actual and habitual residence at the time of their appointment for a duration of not less than one year, or their transfer for at least one year to a different duty station within the Organisation, is distant by more than 100 kilometres from their assigned duty station; and

   ii) they actually moved their actual and habitual residence in order to take up duty within a radius of 100 kilometres from their assigned duty station.

b) The basic amount of the installation allowance shall equal one month's salary of officials, up to ceilings set in the following table, including for officials entitled to the expatriation allowance.

c) The basic amount of the allowance shall be adjusted by the purchasing power parity[12] applicable in the country of the duty station as provided for in the following table.

d) Officials appointed for a fixed term or an executive appointment not exceeding one year shall also be eligible for the installation allowance if their appointment is renewed and the total duration of service under such fixed-term or executive appointment exceeds one year. The installation allowance shall only be paid after the completion of the first year of service.

Last update: July 2025

Instruction

116/4 *The officials referred to in Rule 16/4 shall provide the Head of Human Resource Management with the written justification of their actual change of residence and any supporting documents.*

Rules

16/4.1 The Secretary-General may deem this Rule applicable to specially qualified category C officials when he/she considers that they cannot be adequately recruited locally.

Instruction

116/4.1 *In order to determine whether the conditions of residence are met, in the case of successive appointments, the expression "appointment", for the purposes of Rule 16/4, shall mean the first appointment of an official, as temporary staff member or official.*

Last update: October 2023

[12] The parities shall be calculated in accordance with the Appendix 2 of Annex I to these Staff Rules.

CEILING OF BASIC AMOUNTS OF THE INSTALLATION ALLOWANCE
PLAFOND DES MONTANTS DE BASE DE L'INDEMNITÉ D'INSTALLATION
01.01.2024

	CEILINGS		CURRENCY	PPP 01.07.2023
	Staff not eligible to the expatriation allowance	Staff eligible to the expatriation allowance		
AUSTRALIA	3 922	10 790	AUD	1.653
AUSTRIA	2 665	7 331	EUR	1.123
BELGIUM	2 373	6 528	EUR	1.000
CANADA	3 598	9 898	CAD	1.516
DENMARK	23 099	63 544	DKK	9.734
ESTONIA	2 334	6 420	EUR	0.983
FINLAND	2 813	7 738	EUR	1.185
FRANCE	2 828	7 781	EUR	1.192
GERMANY	2 735	7 524	EUR	1.153
GREECE	2 124	5 843	EUR	0.895
HUNGARY	760 641	2 092 485	HUF	320.5
ICELAND	485 540	1 335 694	ISK	204.6
IRELAND	3 305	9 092	EUR	1.393
ITALY	2 307	6 347	EUR	0.972
JAPAN	547 404	1 505 879	JPY	230.7
KOREA	3 997 319	10 996 416	KRW	1685
LATVIA	2 076	5 712	EUR	0.875
LITHUANIA	2 210	6 079	EUR	0.931
LUXEMBOURG	2 919	8 030	EUR	1.230
MEXICO	36 651	100 825	MXP	15.45
NETHERLANDS	2 721	7 486	EUR	1.147
NEW ZEALAND	3 989	10 974	NZD	1.681
NORWAY	34 212	94 114	NOK	14.42
POLAND	8 483	23 336	PLN	3.575
PORTUGAL	2 287	6 291	EUR	0.964
SPAIN	2 244	6 174	EUR	0.946
SWEDEN	32 467	89 316	SEK	13.68
SWITZERLAND	3 805	10 468	CHF	1.604
TÜRKIYE	23 222	63 882	TRY	9.786
UNITED KINGDOM	2 215	6 093	GBP	0.933
UNITED STATES	3 088	8 496	USD	1.301

16/4.2

a) Officials entitled to the installation allowance who change geographical zone in order to settle their actual and habitual residence within a radius of 100 kilometres from their assigned duty station shall receive a supplement to the installation allowance equal to 75% of the basic amount of the installation allowance. The geographical zones shall be set as follows: EME (Europe and Middle East), Africa, Americas (North, Central and South America), Asia and Pacific (Far East and Pacific countries).

b) Officials entitled to the installation allowance as a result of their transfer for at least one year to another assigned duty station and whose new actual and habitual residence is therefore distant by more than 100 kilometres from their previous assigned duty station shall receive a supplement to the installation allowance equal to 75% of the basic amount of the installation allowance;

c) The supplements referred to in paragraphs a) and b) above shall not be granted in respect of the same installation.

16/4.3

a) The basic amount of the installation allowance shall be increased for officials whose dependents, within the meaning of these Staff Regulations, take up the same actual and habitual residence. This amount shall be increased by:

   i) 20% if a spouse, partner or first dependent child take up the same actual and habitual residence than the officials; and

   ii) an additional increase of 10% of the basic amount for any other dependent, within the meaning of these Staff Regulations, taking up the same actual and habitual residence than the officials.

b) The increase for dependants shall not exceed 100% of the basic amount.

16/4.4

a) Officials who resign within the year following their appointment or their transfer to another assigned duty station shall repay the installation allowance to the Organisation. For that purpose, the installation allowance shall be considered as a monthly paid allowance and the officials concerned should repay the amounts corresponding to the months to go to reach twelve months.

b) Official shall not repay the installation allowance in case of termination of the appointment within their first year of service or transfer, except in case of disciplinary dismissal and when they are re-appointed after the termination of their appointments.

16/4.5 Officials in service on 31 December 2014 who are transferred to another assigned duty station within the Organisation at any time after 1 January 2015 and before 31 December 2018 shall receive an installation allowance in accordance with the following rules.

16/4.5.1 An official of category A, L or B, and all officials appointed as of 01/10/2023 who, at the time of appointment, had no residence in the Paris area, shall receive an installation allowance in accordance with the following scale:

a) an official who does not receive the household allowance:

- 1/12th of annual salary;

b) an official who receives the household allowance and has no dependent child or one only:

- 1/8th of annual salary;

c) an official who receives the household allowance and has two or more dependent children:

- 1/6th of annual salary.

The Secretary-General may deem this Rule applicable to specially-qualified category C staff when the Secretary-General finds that he cannot adequately recruit such staff locally.

16/4.5.2 In calculating the allowance due to an official who receives the household allowance, account shall be taken only of dependent persons who take up, or in the near future will take up, residence in the Paris area.

Instruction

116/4.5.2 *For the purposes of Rule 16/4.5.2, no account shall be taken of persons who were not dependent on the official or his spouse at the time of taking up duty with the Organisation.*

Rules

16/4.5.3 For the purposes of Rule 16/4.5.1, the following shall be regarded as dependent persons: husband, wife and dependent children.

16/4.5.4 An official shall be entitled to the complement of the installation allowance in accordance with Rule 16/4.5.1 where a dependant becomes resident at the headquarters of the Organisation after the official's appointment.

16/4.5.5 For the purposes of Rule 16/4.5.1, an official shall be deemed not to be resident at the headquarters of the Organisation if at the time of his appointment he had no house at his disposal in Paris or within a radius of 100 kilometres of Paris.

Instruction

116/4.5.5 *In the case of successive appointments, the expression "at the time of his appointment", for the purposes of Rule 16/4.5.5, refers to the date of the first appointment of the official as a temporary staff or official.*

Rules

16/4.5.6 The provisions of Rule 16/4.5.1 shall not apply to an official appointed for a year or less.

16/4.5.7 An official whose appointment is terminated during the probationary period or who resigns before completing two years' service shall repay to the Organisation half the installation allowance.

Last update: October 2023

Section V – Rent allowance

Rules

16/5 As of 1 January 2001, entitlement to the rent allowance shall be regulated by Rules 16/5 et seq. of the Rules, including for officials who, although already receiving this allowance, apply for it in relation to a new dwelling place. Officials receiving a rent allowance at 1 January 2001 shall continue to receive it on the conditions applying previously and set out in Annex XIX for as long as they rent the dwelling place for which entitlement to the allowance was established.

16/5.1 Officials whose salary is 4 349.99 EUR or less and who are not the owners, or whose spouse is not the owner, in the Paris area, of a dwelling place which the Head of Human Resource Management considers to be suitable for their requirements, having regard to their functions and family status, may receive a flat-rate rent allowance of 207.84 EUR on presentation of documentary evidence justifying the renting of such a dwelling place. This flat-rate amount shall be payable monthly at the same time as the emoluments for the month in respect of which the allowance is due.

Last update: January 2026

16/5.2 The rent allowance is paid only if the rent is 33 per cent or less of the official's salary.

16/5.3 For the purposes of Rule 16/5.1, rent shall mean the actual rent paid excluding all related operational costs (heat, light, etc., and maintenance costs) for the whole surface area mentioned in the contract of lease.

Instructions

116/5.3 *Applications for rent allowance should be made to the Head of Human Resource Management, who is authorised to determine entitlement to this allowance.*

116/5.3.1 *Officials shall inform the Head of Human Resource Management of any change affecting their entitlement to rent allowance (change of address, of contract of lease or of family status, purchase of immovable property, etc.).*

116/5.3.2 *The Secretary-General shall review each year the amount of this allowance with reference to the INSEE consumer price index and decide whether it should be adjusted.*

Last update: 1 January 2001

Section VI – Acting allowance

Rules

16/6 An official who is called upon to act for an official of a higher grade for a temporary but continuous period shall be paid an acting allowance equal to twice the value of the first step in his grade.

16/6.1 The allowance shall be payable in respect of the period from the first day of the third month up to the last day of the sixth month following the date of the assignment; it may be renewed for further periods of six months by special decision of the Secretary-General.

Instruction

116/6 *The Executive Director shall determine, in the conditions specified in Rule 16/6, the entitlement of officials to an acting allowance.*

Section VII – Language allowance

Rules

16/7 The language allowance specified in Rules 16/7.1 and 16/7.2 is paid only to those officials who were receiving it at 1st November 2001 as long as they continue fulfilling the conditions described in these Rules. The other officials are not entitled to the language allowance.

16/7.1 Officials of grade B1 or B2 who are required to use two official languages in the course of their duties and have satisfied the Secretary-General of their proficiency in those languages shall be entitled to a language allowance, the amount of which is fixed at the value of a step for grade B2.

16/7.2 A language allowance may be granted to certain staff of grades C1 to C4 to take account of their linguistic qualifications, provided that the staff in question:

i) are in frequent contact with persons who use English only or French only, and

ii) are required to use both these languages under the terms of their job description, and

iii) have successfully passed a special test organised by the Human Resource Management Service in order to verify their ability to express themselves orally in the two languages in question.

The language allowance in question shall correspond to the step increase from grade C3/1 to C3/2 in the scale applicable to the country in which the staff member concerned is serving.

Last update: 1 November 2001

Instruction

116/7 *Officials who have passed the standard shorthand and typing tests in one of the official languages shall be deemed to have passed the language tests in that language.*

Section VIII – Education allowance

Condition of entitlement

Rule

16/8

a) Officials with dependent children, within the meaning of these Rules, who regularly attend an educational establishment on a full-time basis, may request the reimbursement of educational costs if they are entitled to the expatriation allowance under Rule 16/3, in respect of children in compulsory education up to completion of secondary level education, and in respect of children at post-secondary level of education.

b) By way of exception, officials who are not entitled to the expatriation allowance and are not nationals of the duty country, may request the reimbursement of educational costs, provided they were granted an education allowance or reimbursement of the educational costs for a dependent child who must, for imperative educational reasons, continue an educational cycle commenced prior to the date of transfer or recruitment of the official, provided such educational cycle is not post-secondary education and is not part of the national educational system of the duty country. The entitlement to the education allowance may not exceed the duration of the educational cycle.

Instructions

116/8.0.1 *For the purposes of the provisions on the education allowance:*

i) should the official not be the parent of the dependent child, "other parent" shall mean the parent of the child who is the official's spouse;

ii) Full-time attendance is normally determined by the accreditation by the relevant authority of the certification/degree provided by the educational institution upon completion of the course/program carried out. It may include full-time online or distance learning courses. In respect of children at post-secondary level of education where attendance is determined by semester, any educational expenses corresponding to the semester in which a child is not in full-time attendance shall be considered non-admissible and shall not be included in the computation of the education allowance.

Rules

16/8.1

a) Entitlement to the education allowance shall commence on the first day of the month during which the child begins to attend school and not earlier than the age corresponding to the compulsory age of education of the national system followed by the school. It shall finish when the child stops full-time studies, and not later than the end of the month in which the dependent child supplement[13] stops being paid.

b) In cases where dependent children have to perform compulsory military or civil service under the legislation of their country of nationality, entitlement to the education allowance shall be extended beyond the limit laid down in paragraph a) above, for a period not exceeding the duration of that compulsory military or civil service. Payment of the education allowance shall be suspended for the duration of the military or civil service.

Last update: January 2023

[13] For officials who receive the dependent child allowance, not later than the end of the month in which this allowance stops being paid

Modalities of payment

16/8.2 The following items of expenditure shall be taken into account when calculating the education allowance:

a) school or university registration fees;

b) general fees for schooling and education charged by the educational establishment, with the exception of expenses on special courses and activities that are not normally part of the child's basic course of studies and the cost of related equipment;

c) expenditure on board and lodging in cases where it is shown that during the school or academic year, the child does not live at the official's or either of his/her parents' dwelling or in accommodation located in the local commuting area of the official or either of his/her parent;

d) all other education-related expenditure.

Instruction

116/8.2.1 *For the purposes of the education allowance, "local commuting area" shall be defined as a radius of 50 kilometres from the place where the official or either of the child's parents live.*

Rule

16/8.3

a) The education allowance shall take the form of a reimbursement set at 75% of the total expenditure mentioned in Rules 16/8.2 a) and b) and, where applicable, of a lump sum for the expenditure mentioned in Rules 16/8.2 c) and d).

The total amount of the education allowance shall be subject to the following ceilings:

i) If the child carries out his/her studies in the duty country, two and a half times the annual amount of the dependent child supplement[14] applicable in the duty country;

ii) if the child carries out his/her studies in the country of which the official or the other parent is a national and insofar as it is not the duty country, two and a half times the annual amount of the dependent child supplement[15] applicable in that country;

iii) if the child carries out his/her studies in a country other than the duty country or the country of which the official or the other parent is a national, two and a half times the annual amount of the dependent child supplement[16] applicable in the duty country.

b) Where, for imperative educational reasons, the items of educational expenditure, as set out in Rules 16/8.2 a) and b), are excessively high, the Secretary-General may grant, upon request from an official and after an examination of individual cases, an increased allowance within the limit of 75% of the total admissible expenditure and which may in no case exceed four times the dependent child supplement[17]. This increased allowance may only be granted for the education of the children of officials receiving the expatriation allowance and up to completion of the secondary cycle.

c) For reimbursement of the items of expenditure mentioned in Rules 16/8.2 a) and b), supporting documentation shall be required, as indicated in Rule 16/8.5.

d) The items of expenditure referred to in Rules 16/8.2 c) and d) shall be reimbursed in the form of a lump-sum payment, in accordance with the modalities laid down by the Secretary-General.

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14 For officials who receive the dependent child allowance, two and half times this allowance in the duty country.

15 For officials who receive the dependent child allowance, two and half times this allowance in that country.

16 For officials who receive the dependent child allowance, two and half times this allowance in the duty country.

17 For officials who receive the dependent child allowance, four times this allowance

Instruction

116/8.3.1 *Subject to the ceilings laid down in Rule 16/8.3, the items of expenditure referred to in Rule 16/8.2 c) and shall be reimbursed on the basis of a lump sum, determined as follows:*

i) the lump-sum amount for board and lodging expenditure under Rule 16/8.2 c) shall be equivalent to the annual dependent child supplement[18] applicable in the duty country;

ii) the lump-sum amount for all other education-related expenditure under Rule 16/8.2 d) shall be equivalent to one-sixth of the annual dependent child supplement[19] applicable in the duty country.

Rule

16/8.4

a) Officials receiving the education allowance are entitled to the reimbursement of the cost of two round travels between the place of education and the duty station, per school or academic year, for each child giving right to education allowance and carrying out his/her studies in a country other than the duty country.

b) The reimbursement of travel costs for home leave shall replace that of one round travel relating to education under paragraph a) above in the year in which home leave is taken by the official.

c) The reimbursement of travel costs mentioned above shall be made in accordance with Rule 17/3.5 b) and relevant Instructions.

Instructions

116/8.4.1 *The annual periods, mentioned in Rule 16/8.4, during which a child eligible for the education allowance may make a return trip between the place of study and the official's duty station or the place approved for home leave are calculated from the date of appointment of the official.*

The return trip between the place of education and the duty station or the place approved for home leave shall always be assumed to start at the place where the child is carrying out his/her studies.

The reimbursement of travel cost mentioned above shall be paid as a lump sum in accordance with 17/3.5 b) and relevant Instructions calculated on the cost of two round travels between the place of education and the duty station, and shall not exceed the cost of two round travels between the duty station and the place approved for home leave

116/8.4.2 *No reimbursement of a child's travel in relation to education shall be made during the four months preceding the date when an official's appointment is due to end. However, the cost of travel from the place of study to the official's permanent residence or new duty station may be reimbursed up to the limit of the travel costs defined in Rule 17/3.1 d).*

Rule

16/8.5

a) At the beginning of the school year, an official requesting an education allowance shall submit a certificate of enrolment established by the educational establishment and shall inform the Head of Human Resource Management as fully as possible on the expenditures which will be incurred for the education of each child. At the end of the school year, the official shall provide proof of the total expenditure during the school year in order to allow the final calculation of the allowance, pursuant to Rule 16/8.3.

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[18] For officials who receive the dependent child allowance, the annual amount of this allowance in the duty country

[19] For officials who receive the dependent child allowance, one-sixth of the annual amount of this allowance in the duty country

b) Where the appointment of a staff member begins or finishes during the course of the school or academic year, the education allowance shall be payable pro rata temporis, on the basis of 1/12th for each full month of education as from the date on which the staff member took up duty or up to the termination of appointment.

Instruction

116/8.5.1 *On the basis of the information supplied at the beginning of the school year, the education allowance shall be provisionally calculated on an annual basis, and it shall be made payable monthly at one-twelfth of the total amount from the beginning of the school year. The final amount of the allowance shall be determined in light of the actual amount of expenditures recognised as justified by the Head of Human Resource Management at the end of the school year.*

Rule

16/8.6

a) The supplementary expatriation allowance, referred to in Rule 16/3.2, and the education allowance shall not be paid concurrently.

b) No education allowance shall be paid if the total of the items of expenditure reimbursable under Rule 16/8.2 is less than the annual amount of the supplementary expatriation allowance for a dependent child referred to in Rule 16/3.2.

c) The amount of any allowances received from other sources (scholarships, study grants, etc.) and any other reimbursement of educational costs from other sources, relating to the education of the dependent child, shall be deducted from the education allowance. The official shall inform the Organisation of any other allowance or reimbursement received from another source or of any change of circumstances which affect entitlement to, or the level of reimbursement of, educational costs.

Last update: January 2023

Entry into force

Rule

16/8.7 These Rules shall govern the payment and administration of the education allowance as of any school or academic year starting on or after 1 January 2023.

Periodic review Rule

16/8.8 The ceilings set out in Rule 16/8.3 may be adjusted following an assessment of school costs, which shall take place every three years, in accordance with the method set out by in the 276th Report of the Co-ordination Committee on Remuneration and its Appendix, as approved by the OECD Council and set forth in Annex I ter of these Regulations.

Last update: January 2023

Title V - STAFF BENEFITS AND GRANTS (Regulation 17)

CHAPTER I - BENEFITS IN CASE OF SICKNESS, MATERNITY, WORK ACCIDENT, INVALIDITY OR DEATH

REGULATION 17

Officials shall be entitled, in accordance with Rules of the Secretary-General, subject to approval by the Council:

a) to benefits in case of sickness, maternity, work accident, invalidity or death;

b) to benefits under one of the Pension Schemes set up by the Organisation[20];

c) to reimbursement of travel and removal expenses incurred in the service of the Organisation.

Last update: July 2025

Section I – General provisions relating to the medical and social system of the Organisation

Subsection I - Affiliation

Rule

17/1.1

a) Officials shall be affiliated to the medical and social system of the Organisation.

b) However, in accordance with the terms of the Administrative Arrangement for the implementation of the Agreement between the Government of the French Republic and the Organisation on the social protection of members of the staff employed by the Organisation in France, signed in Paris on 24 September 1991, officials in service on 1 January 1993 may opt to remain affiliated to the general French Social Security scheme in respect of cover for sickness, maternity, invalidity, death, work accidents and occupational diseases. Such officials shall also be entitled to complementary benefits for health care, maintenance of salary in the event of total temporary incapacity, benefits on the birth or adoption of a child and capital benefits in the event of death or invalidity, in accordance with Rule 17/1.17 et seq.

Note: The texts of the Agreement and that of the Administrative Arrangement, which came into force on 1st January 1993, are published at Appendices 1 and 2 to Annex XIV.

Last update: May 93

17/1.2

[20] Former officials whose service began before 1st July 1974 and who have opted to maintain their participation in the Provident Fund that pre-existed the Organisation's pension schemes, shall be subject to the provisions of the Rules and Instructions of the Staff Provident Fund of the Organisation set out in Annex VI to these Regulations.

a) Former officials not covered by a social protection scheme by virtue of some other gainful occupation and who meet certain conditions as to age and length of service with the Organisation or whose service with the Organisation has been terminated for specified reasons, may at their request be affiliated to the medical and social system of the Organisation on conditions determined by the Secretary-General.

b) Duly qualified claimants to the rights of officials who die while in service and of former officials referred to in a) above who are not covered by a social protection scheme by virtue of some gainful occupation may at their request be affiliated to the medical and social system of the Organisation on conditions determined by the Secretary-General.

Last update: February 94

VOLUNTARY AFFILIATION

Instructions

117/1.2.1 *Where they are not entitled to cover for health care expenses by virtue of some gainful occupation, the following persons shall at their request be affiliated to the Organisation's medical and social system in respect of cover for health care expenses:*

a) if they were affiliated to the Organisation's medical and social system before the end of their employment,

i) former officials of the Organisation having completed at least 10 years' service and who ceased work at the eligibility age for voluntary affiliation as set out below (hereinafter voluntary affiliation eligibility age) or after this age:

- *60 years, if they entered into service as officials on 1st of June 2014 or before that date;*
- *63 years, if they entered into service as officials after the 1st of June 2014 and before the 1st of July 2024;*
- *66 years, if they entered into service as officials on or after the 1st of July 2024.*

ii) as from the voluntary affiliation eligibility age, former officials having completed at least 10 years of service and who ceased work:

- *between 50 and 60 years, if the voluntary affiliation eligibility age applicable to them is 60 years;*
- *between 51 and 63 years, if the voluntary affiliation eligibility age applicable to them is 63 years.*
- *between 60 and 66 years, if the voluntary affiliation eligibility age applicable to them is 66 years.*

iii) former officials of the Organisation entitled to an invalidity pension under the Pension Scheme of the Organisation or to an invalidity annuity by virtue of their affiliation to the Provident Fund ;

iv) former officials of the Organisation who are not in one of the categories referred to in sub-paragraphs i), ii), or iii) above and whose appointment was terminated for one of the following reasons;

- *unsatisfactory performance (Regulation 11 b) iii) or 11bis b) iii));*
- *suppression of functions (Regulation 11 b) iv), v) or 11bis b) iv), v));*
- *skills no longer required or obsolete (Regulation 11 b) vi) or 11bis b) vi);*
- *refusal to be reassigned to new functions (Regulation 11 b) vii) or 11bis b) vii);*
- *refusal to be transferred to a new duty station (Regulation 11 b) viii), or 11bis b) viii));*
- *incapacitated for service or cannot be reinstated at the end of a period of non-activity (Regulation 11 b) ix) or 11bis b) ix));*
- *cannot be reinstated at the end of a secondment (Regulation 11 b) x) or 11bis b) x));*
- *the country of which they are a national ceases to be Member (Regulation 11 b) xi) or 11bis b) xi)); or*

v) former officials of the Organisation who are not in one of the categories referred to in sub-paragraphs i), ii), iii) or iv) above and who have completed at least 10 years of service and ceased

work as a result of the expiration of their fix-term[21] or executive appointment:

- *between 50 and 60 years if the voluntary affiliation eligibility age applicable to them is 60 years;*
- *between 51 and 63 years, if the voluntary affiliation eligibility age applicable to them is 63 years;*
- *between 60 and 66 years, if the voluntary affiliation eligibility age applicable to them is 66 years.*

b) duly qualified claimants, within the meaning of the Pension Scheme Rules, to the rights

i) of an official who dies while in active service, if the latter was affiliated to the Organisation's medical and social system at the date of the official's death ;

ii) of a deceased former official who was, at the time of the official's death, affiliated to the Organisation's medical and social system under sub-paragraph a) i), ii), iii), iv) or v) of this Instruction.

c) surviving spouses of deceased officials or former officials mentioned in paragraph b) not entitled to a survivor's pension owing to the duration of their marriage.

Last update: July 2025

117/1.2.2 *Save in duly established exceptional circumstances, application for affiliation shall be submitted no later than:*

a) the month following termination of their appointment in the case of former officials referred to in paragraph a) i), iii), iv) and v) of Instruction 117/1.2.1,

b) the month following the voluntary affiliation eligibility age that is applicable to them in the case of former officials referred to in paragraph a) ii) of the same Instruction; and

c) three months following the death of the person affiliated in the case of duly qualified claimants and surviving spouses referred to in paragraph b) and c) of the same Instruction.

Last update: July 2024

117/1.2.3

a) Where they are not entitled as at 1 January 1993 to cover for health care expenses either under Instruction 117/1.21.1 b) or by virtue of a gainful occupation, persons who on that date are in one of the situations referred to in Instruction 117/1.2.1 shall at their request be affiliated to the Organisation's medical and social system in respect of cover for health care expenses.

b) The request referred to above shall be submitted, save where there are duly established exceptional circumstances, no later than 31 March 1993, and affiliation shall take effect as from 1 January 1993.

Last update: February 94

117/1.2.4

a) Where, by reason of a change in their country of residence, cessation of payment of a pension giving entitlement under a protection scheme, or owing to some unforeseen change in their personal or family situation outside their control, persons entitled to complementary cover for health care expenses under Instruction 117/1.21.1 cease to be entitled to benefits under some other scheme at a rate recognised as satisfactory by the Secretary-General, such persons shall, at their request, be affiliated to the Organisation's medical and social system in respect of cover for health care expenses.

b) Save in duly established exceptional circumstances, the request referred to above shall be submitted no later than the month following the event giving entitlement to affiliation on the conditions specified in paragraph a) above. Affiliation shall take effect on the day following that when the person concerned ceases to be entitled under the other scheme.

c) Persons entitled to complementary cover for health care expenses under Instruction 117/1.21.1 b) may, at their request, be affiliated to the Organisation's medical and social system, as defined in Instruction 117/1.15.1 c), for cover for health care expenses, provided they continue to be entitled to benefits under

[21] For executive or senior executive officials appointed before 1 July 2025 who are holding a fixed-term appointment at the time their appointment ends.

a scheme accepted as satisfactory by the Secretary-General within the meaning of Instruction 117/1.15.1 c). Benefits due under such scheme must in all cases be obtained before any claim is made on the Organisation's medical and social system and shall be deducted from benefits payable under that system. The request referred to above shall be made no later than 30 September 1996.

PERSONAL AFFILIATION

117/1.2.5

a) Former officials are affiliated, at their request, to the Organisation's medical and social system in respect of cover for health care expenses, if they:

- *have completed at least 10 years of service; and*
- *have ceased work between 50 and 60 years if the voluntary affiliation eligibility age that is applicable to them is 60 years, or between 51 and 63 years if the voluntary affiliation eligibility age that is applicable to them is 63 years, or between 60 and 66 years if the voluntary affiliation eligibility age that is applicable to them is 66 years; and*
- *are not entitled by virtue of some new gainful occupation to cover for health care expenses; and*
- *agree to pay contributions equal to three times the contribution determined by the Secretary-General under Instruction 117/1.15.1 a) iii).*

b) The former officials referred to in paragraph a) above who are entitled through their spouse to cover for health care expenses accepted as satisfactory by the Secretary-General may, at their request, be affiliated to the Organisation's medical and social system on the same terms as the former officials referred to in Instruction 117/1.15.1 c). The contribution payable by them shall in such cases be three times that payable by officials referred to in that Instruction.

c) Save in duly established exceptional circumstances, the request referred to in paragraph a) above shall be submitted no later than the month following the cessation of work. In the case of former officials whose entitlement is maintained under Rule 17/1.3, the request for affiliation shall be submitted no later than the month following the end of the period of maintenance of entitlement.

Last update: July 2024

PROVISION CONCERNING BOTH VOLUNTARY AND PERSONAL AFFILIATIONS

117/1.2.6 *Years of service with a Co-ordinated Organisation which are allowable under the Rules of the Pension Scheme or Provident Fund shall be deemed to be years of service with the Organisation for the purposes of the provisions relating to voluntary affiliation and to personal affiliation.*

Last update: January 96

Subsection II - Maintenance of Entitlement

Rule

17/1.3 Categories of persons who are not entitled to cover under any other social protection scheme may be authorised under conditions determined by Instructions of the Secretary-General to retain the benefits of affiliation to the Organisation's medical and social system in regard to certain categories of benefits and for a period which shall not exceed twelve months.

Instructions

117/1.3.1 *The following persons may, at their request, remain affiliated to the Organisation's medical and social system for a maximum period of 12 months, as regards cover for health care expenses:*

a) after ceasing to work for the Organisation, former officials who are not entitled to cover for health care expenses by virtue of a new gainful occupation in particular because the sickness or pregnancy commenced prior to the date of affiliation to another scheme, or owing to entitlement under another

scheme being in full or in part subject to some minimum waiting period.

b) after ceasing to work for the Organisation, former officials who do not take up any gainful occupation and are not entitled, under conditions accepted as satisfactory by the Secretary- General, to cover for health care expenses in their country of residence;

c) officials on non-active status for personal reasons who do not take up any gainful occupation during such period and who are not entitled, under conditions accepted as satisfactory by the Secretary-General, to cover for health care expenses in their country of residence;

d) after their divorce, former spouses of officials affiliated to the Organisation's Social Protection Scheme or of former officials referred to in paragraph a) of Instruction 117/1.2.1 who had exercised their right of voluntary affiliation prior to the divorce, provided they are not entitled, under conditions accepted as satisfactory by the Secretary-General, to cover for health care expenses in their country of residence.

Last update: July 98

117/1.3.2

a) The request to remain affiliated to the Organisation's medical and social system shall be made:

i) in the case of former officials, no later than the month following termination of their appointment;

ii) in the case of officials on non-active status for personal reasons, no later than the month following that in which they are placed on non-active status;

iii) in the case of divorced former spouses, no later than the month following notification of the divorce.

b) Affiliation shall take effect on the day following termination of their appointment for former officials, on the day they acquire non-active status for officials in that status, and on the day following notification of the divorce for divorced former spouses.

117/1.3.3 *Affiliation shall cease when the persons referred to in Instruction 117/1.3.1 cease to fulfil the conditions set out in that Instruction.*

117/1.3.4 *Persons referred to in Instruction 117/1.3.1 who no longer fulfil the conditions set out in that Instruction shall immediately inform the Head of Human Resource Management thereof.*

Subsection III - Beneficiaries under the Organisation's Medical and Social system

Rule

17/1.4

a) The Secretary-General shall determine by Instructions the categories of persons entitled to benefits under the Organisation's medical and social system for each category of benefits.

b) Where a beneficiary can claim benefits under some other social protection scheme, applications for benefits under the Organisation's system shall be considered, in accordance with Instructions of the Secretary-General, subject to deduction of all benefits due under the other scheme.

Last update: January 96

Instructions

117/1.4.1 *Beneficiaries for the purposes of the Organisation's medical and social system shall mean:*

a) as regards cover for health care expenses:

i) officials affiliated under Rule 17/1.1 a), former officials or duly qualified claimants to the rights of former officials voluntarily or personally affiliated under Rule 17/1.2;

ii) the spouse of a person affiliated, or his or her co-habitee where the person affiliated establishes the existence of a quasi-marital relationship for at least six months; however, former officials

referred to in Instructions 117/1.2.1 a) and 117/1.2.5 can only be beneficiaries as the spouse or co-habitee of an affiliated person provided that they are affiliated, with regard to the cover for health care expenses, to a medical and social system other than that of the Organisation which the Secretary-General has recognised as being satisfactory. Should that not be the case, they must enter into a voluntary or personal affiliation agreement in accordance with Article 17/1.2 in order to qualify as a beneficiary under the present instruction;

iii) children and other dependents, within the meaning of the Staff Regulations, of the person affiliated;

b) as regards maintenance of salary in the event of temporary total incapacity by reason of sickness or maternity, serving officials or officials on non-active status owing to sickness;

c) as regards capital benefits, serving officials and officials on non- active status owing to sickness or, in the event of death, the person or persons referred to in Rule 17/1.11 b) below;

d) as regards benefits for work accidents or occupational diseases, serving officials and officials on non-active status owing to sickness or, in the event of death, the person or persons referred to in Rule 17/1.14 d) below.

Last update: September 2018

117/1.4.2

a) If the beneficiaries mentioned in Instruction 117/1.4.1 a) ii) and iii) above are covered or may be covered in a personal capacity by one or more other social protection schemes subscribed to on a compulsory and automatic basis, benefits due under such scheme or schemes must in all cases be obtained before any application is made for cover under the Organisation's medical and social system and shall be deducted from benefits provided by that system.

b) If health care expenses for beneficiaries are payable or reimbursable under one or more voluntary insurance schemes, benefits received thereunder must in all cases be declared to the Organisation and shall be deducted from benefits due under the Organisation's medical and social system.

c) However, if the spouse or the co-habitee of an official recruited to work half-time, or of an official authorised to work half-time for longer than six years, pursues a gainful occupation and as such is entitled to cover for the health care expenses of himself/hersel and his/her children, benefits due to the children in this respect must in all cases be obtained before any application is made for cover by the Organisation's medical and social system and shall be deducted from benefits provided under that system.

d) Former officials and their beneficiaries mentioned in Instruction 117/1.4.1 a) i) above who are effectively entitled to medical cover under another social protection scheme:

i) must in all cases obtain the benefits which are due under this other scheme before making any request for cover under the Organisation's medical and social system, such benefits being then deducted in their totality from those provided under the latter system;

ii) may nonetheless receive the benefits provided under the Organisation's medical and social system, under the "Global System", without having to obtain the benefits due under this other scheme beforehand, provided that they submit a written request to that effect and pay a further 4.86% in addition to the mandatory contribution of 2.5%, that is to say a total contribution of 7.36% of the basis as defined in Instruction 117/1.15.1 a).

Last update: November 2015

117/1.4.3 *The person affiliated shall inform the Head of Human Resource Management of any other social protection scheme giving entitlement to cover for health care expenses for himself/herself or for one of the persons referred to in Instruction 117/1.4.1 a), whether in a personal capacity or otherwise, except as regards schemes which only provide benefits complementary to those of the Organisation's medical and social system.*

Last update: February 94

Subsection IV - Period of Cover and Exclusions

Rule

17/1.5

a) Subject to the provisions of Rule 17/1.12, entitlement to benefits under the Organisation's medical and social system:

i) shall commence on the day of taking up duty;

ii) shall cease on the day the official's appointment ends, without prejudice to rights resulting from voluntary affiliation or from maintenance of entitlement in cases referred to in Rules 17/1.2 and 17/1.3;

iii) shall be suspended throughout any period of non-activity for any reason other than sickness, without prejudice to any entitlements under Rule 17/1.3.

b) The Secretary-General shall specify by Instructions those risks not covered under the Organisation's medical and social system.

Instructions

117/1.5.1 *For persons voluntarily affiliated under Instruction 117/1.2.1 affiliation shall take effect:*

a) in the case of former officials referred to in paragraph a) i) iii) and iv) of that Instruction on the day following termination of their appointment;

b) in the case of former officials referred to in paragraph a) ii) on the day following the voluntary affiliation eligibility age that is applicable to them;

c) in the case of duly qualified claimants and surviving spouses referred to in paragraph b) and c), on the day following the death of the person affiliated.

Last update: June 2014

117/1.5.2

a) In the case of persons granted personal affiliation under Instruction 117/1.2.5, affiliation shall take effect on the day following termination of their appointment; however, in the case of those whose entitlement is maintained under Rule 17/1.3, affiliation shall take effect on the day following the end of the period of maintenance of entitlement.

b) For former officials referred to in Instruction 117/1.2.5 b) affiliation shall take effect on the first day of the month following receipt by the Organisation of all supporting documents.

Last update: January 96

117/1.5.3

a) Voluntary affiliation shall be suspended for persons referred to in paragraphs a) i), ii), iv) and v) of Instruction 117/1.2.1 who have completed at least 10 years of service, as well as for surviving spouses referred to in paragraph b) and c) of the same Instruction, and for persons referred to in Instructions 117/1.2.3 and 117/1.2.4, when they take up before age 67 some new gainful occupation giving entitlement to cover for health care expenses, and such suspension shall continue throughout the period of entitlement by virtue of such occupation. The suspension terminates at age 67, or before that age once the total duration of the suspension reaches 10 years.

b) Voluntary affiliation shall cease:

i) for any person referred to in paragraph a) above, once the total duration of the suspension reaches 10 years or if the person reaches age 67 and remains in gainful occupation giving entitlement to cover for health care expenses;

ii) for persons referred to in paragraph a) iv) of Instruction 117/1.2.1 and who have completed less

than 10 years of service, for persons referred in Instructions 117/1.2.3 and 117/1.2.4, as well as for the duly qualified claimants referred to in paragraph b) of the same Instruction, other than surviving spouses, when they take up some gainful occupation giving entitlement to cover for health care expenses.

c) Persons voluntarily affiliated in accordance with Instruction 117/1.2.1 who take up some new gainful occupation shall immediately inform the Head of Human Resource Management thereof.

d) The age referred to in paragraphs a) and b) above shall be 65:

i) for former officials whose age limit of service was 65 pursuant to Staff Regulation 13 and its related instructions;

ii) for surviving spouses of deceased officials or former officials whose age limit of service was 65 pursuant to Staff Regulation 13 and its related instructions.

117/1.5.4

a) The personal affiliation referred to in Instruction 117/1.2.5 shall cease on the day following the voluntary affiliation eligibility age of the person affiliated or when this person takes up some new gainful occupation giving entitlement to cover for health care expenses.

b) Former officials granted personal affiliation who take up some new gainful occupation shall inform the Head of Human Resource Management thereof.

Last update: July 2024

117/1.5.5 *The consequences:*

a) of flying accidents occurring during a non-commercial flight in an aircraft which does not hold a valid airworthiness certificate or is flown by a pilot not holding a valid flying certificate or licence, or during a flight on hang-gliders or during air competitions and aerobatics, records, attempted records or preliminary tests, acceptance tests, or parachute jumping not resulting from an emergency on board the aircraft;

b) of wounds or injuries resulting from the use of motor vehicles in racing competitions or rally,

shall not be covered by the Organisation's medical and social system in respect of health care expenses and maintenance of salary referred to in Rules 17/1.6 and 17/1.7 below, unless the beneficiary has taken out special insurance cover for the risks involved in such activities in respect of such benefits and that the Organisation is subrogated to the rights of the beneficiary under such insurance.

117/1.5.6 *Notwithstanding the provisions of Instruction 117/1.5.5, cover shall extend to risks resulting from a flying accident which occurs when the beneficiary is on board a state-owned aircraft, in particular military aircraft or aircraft manned by a military crew, provided that conveyance by such aircraft has been officially approved by the authority responsible for the aircraft.*

117/1.5.7 *The consequences:*

a) of acts of war in the case of beneficiaries who are mobilised or have volunteered for military service;

b) of insurrection or riots where the beneficiary, by taking part therein, has contravened the laws in force;

shall not give entitlement to benefits under the Organisation's medical and social system.

117/1.5.8 *The consequences of the conscious suicide of the person affiliated in the first two years of service with the Organisation, or of any such attempted suicide or attempted mutilation in the same period, shall not give entitlement to the capital benefits referred to in Rule 17/1.11.*

Last update: March 93

Subsection V - Claims, fraud and subrogation

CLAIMS AND PRESCRIPTION

Instructions

117/1.5.9

Claims by the person affiliated and the Organisation under the medical and social system of the Organisation shall be prescribed in accordance with Rules 17/8 to 17/8.5.

Last update: October 2006

117/1.5.9.1 *The person affiliated shall reimburse all sums unduly received. If these sums are not fully reimbursed within a reasonable period of time, the Organisation may deduct the outstanding amount from any sum due to the person affiliated or to the persons entitled under him/her, including sums due in the form of pension payments.*

Last update: October 2006

FRAUD

Instruction

117/1.5.10

a) The Organisation may decide to suspend all or some of the benefits to a person affiliated or to one of his beneficiaries:

- *in the event of suspected fraud;*
- *if a person affiliated or his/her beneficiary refuses to undergo a medical examination.*

b) In the event of fraud or attempted fraud, the Organisation may decide to take one or more of the following actions:

- *suspension of all or some of the benefits to a personaffiliated or one of his/her beneficiaries;*
- *if the person affiliated is an official, application of disciplinary measures as provided for in Rule 21;*
- *if the person is affiliated on a voluntary or personal basis, definitive exclusion of that person from the medical system.*

c) In the event of fraud, the person affiliated shall in addition reimburse the sums unduly received.

Last update: October 2006

SUBROGATION

Instructions

117/1.5.11 *In accordance with Rule 17/9, the Organisation shall be subrogated to the claims and rights of action of the person affiliated against third parties, up to the amount of the benefits paid, except in the case of capital benefits, which are payable concurrently with similar compensation paid by third parties.*

117/1.5.12 *The person affiliated shall notify the Head of Human Resource Management of any accident to himself/herself or another beneficiary referred to in Instruction 117/1.4.1 a), regardless whether or not such accident was caused by a third party. The person affiliated shall, where appropriate, provide all information necessary to identify the persons involved and their insurers and regarding the circumstances of the accident, so as to enable the Organisation to exercise its rights vis-à-vis any third party who may be liable.*

Section II - Sickness and maternity

Subsection I - Health Care Expenses

Rule

17/1.6

a) The Secretary-General shall specify by Instructions what health care expenses are covered by the Organisation's medical and social system, together with the rates of cover, the exclusions and the limits applicable, according to the type of benefit, or the reason for the benefit.

b) The procedure for obtaining benefits shall be determined by the Secretary-General.

Last update: January 96

Instructions

117/1.6.1

a) In the event of sickness, maternity or accident other than those mentioned in Rule 17/1.12, the beneficiaries listed in paragraph a) of Instruction 117/1.4.1 shall be entitled to cover for expenses in respect of medical attention or surgery or of treatment or prescriptions, subject to the limits and according to the procedure laid down in Annex XIV of these Regulations. Such cover may take the form of direct payment, in full or in part, to the supplier or provider of services or of reimbursement of the person affiliated.

b) All expenses covered by sickness or maternity insurance under the French General Social Security Scheme shall be covered by the medical and social system.

c) Beneficiaries under the Organisation's medical and social system may freely select the practitioner or establishment of their choice from among those authorised to give or prescribe care in the country or countries where their expenses are covered. In countries where chiropractors are not authorised to give or prescribe treatment, only treatment given or prescribed by chiropractors recognised by the Organisation's medical and social system shall be covered.

117/1.6.2

a) Subject to the ceilings and other conditions set out in Annex XIV, the rate of cover for health care expenses shall be 92.5% or 100% of the expenses incurred. The rate shall be specified for each type of expenditure in the tables in Annex XIV.

b) However, the rate of reimbursement shall be 100% when sickness and maternity insurance of the French General Social Security Scheme provides 100% cover for expenditure on the same type of goods or services, except for hospitalisation in a private establishment.

c) Subject to application of Article 4 of Annex XIV and the other conditions set out in Article 11 of this annex, the rate of cover for health care expenses directly related to the handicap shall be 100% of the costs incurred when the beneficiary is recognised as handicapped under the legislation of his/her country of residence or is entitled to the allowance for a handicapped child or to the supplement for disabled or severely disabled child under Regulation 16/1.3 and 16/2.3 of the Staff Regulations.

d) Health care expenses in respect of which a direct settlement agreement has been concluded with a service provider shall be covered 100%, according to the ceilings and conditions set out in Article 11 of Annex XIV.

Last update: September 2018

117/1.6.3 *Exceptional health care expenses may be paid or reimbursed in the case of exceptional forms of treatment or long-term sickness for which the applicable limits and ceilings set out in the tables in Annex XIV are held to be inadequate after obtaining the opinion of the doctor designated by the*

Organisation.

Last update: January 1996

117/1.6.4

a) In cases where, in the course of a calendar year, the share of health care expenses borne by the person affiliated in application of the rate of cover of 92.5 % exceeds 20 % of the average monthly basis of assessment of contributions in the calendar year, the difference shall be reimbursed in full to the person affiliated who submits a request.

b) In cases where affiliation is for a period shorter than the calendar year, the average monthly basis of assessment of contributions shall be calculated in proportion to the period of affiliation. For persons affiliated who are exempt from contributions, the above amount shall be calculated with reference to Instruction 117/1.15.1 a) ii), iv) or v) as the case may be.

c) In the first quarter following the calendar year in question, the person affiliated who submits a request shall be notified by the manager of the share of health care expenses borne by him/her in application of the rate of cover of 92.5 %. Persons affiliated shall, on request, also be informed by the Head of Human Resource Management of the amount of the 20 % of the average monthly basis of assessment of contributions.

d) Requests for reimbursement must be sent to the manager, together with the documents referred to in the preceding paragraph, before 30 June of the following calendar year.

Last update: May 2010

Subsection II - Maintenance of Salary in case of Sickness

Rule

17/1.7

a) Once the sick leave referred to in Regulation 20 g) has been exhausted, officials on non-active status for reasons of sickness shall be entitled to maintenance of their salaries and allowances under the following conditions:

   i) the entirety of the salary and allowances for a maximum period of 6 months;

   ii) 50% of the salary and allowances for up to the subsequent 4 months.

b) However, where the temporary incapacity for work results from:

- 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 primary nephrotic 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,

officials shall be entitled, for a maximum period of 32 months, to maintenance of their salary and allowances under the following conditions:

i) for the first 14 months, the entirety of salary and allowances;

ii) for the following 18 months, 80% of salary and allowances.

Last update: November 2006

c) For the purposes of this Rule, account shall be taken of all periods of sick leave granted under Regulation 20 g) and of non-active status for reasons of sickness granted under Regulation 14 a) i) falling within the 365 days preceding the date of cessation of work, irrespective of whether such periods are, or are not, attributable to the same illness.

d) Whatever their situation, officials shall not be entitled to maintenance of their salary and allowances for a period of more than 32 months, even when their state of health led to their being governed first by paragraph a) then b) above, or conversely.

Instruction

117/1.7.1

a) Payment of salary and allowances shall be subject to compliance with Instructions 120/4 and following. Payment of salary and allowances may be suspended if the doctor designated by the Organisation finds that the official is not following the treatment and prescriptions of his/her own doctor or that the official is fit to resume work.

b) The salary and allowances shall cease to be due on termination of the appointment.

Subsection III - Special Benefits in case of Maternity or Adoption

Rules

17/1.8 Officials in service who are granted maternity or adoption leave shall be entitled, during that period, to maintenance of the entirety of their salary and allowances.

17/1.9

a) Officials shall receive a lump sum allowance on the birth or adoption of a child.

b) Where the parents of the child are both officials of the Organisation, the allowance shall only be paid once, to the parent designated by common agreement between the two parents, or failing such agreement, to the parent whose emoluments are lower.

Instruction

117/1.9.1 The amount of the allowance referred to in Rule 17/1.9 is 1 077.90 euros at 1 January 2026 for each child born alive. The Secretary-General, upon advice of the Supervisory Board, shall review each year the amount of this indemnity with reference to the INSEE consumer price index and decide whether it should be adjusted. In the case of multiple births, the allowance shall be increased by 25% for the second child born alive, by 30% for the third and by 40% for the fourth.

Last update: January 2026

Section III - Invalidity and death not resulting from a work accident or occupational disease

Subsection I - Invalidity Pension and Annuity

Rule

17/1.10

In the event of permanent invalidity which totally prevents them from performing the functions assigned to them or other functions corresponding to their experience and qualifications which may have been proposed to them by the Organisation, officials shall be entitled to a pension in accordance with the Pension Scheme Rules applicable to them (Annexes X, X bis or X ter).

Last update: July 2025

Instructions

117/1.10.1

a) The annuity referred to in paragraph b) of Rule 17/1.10 shall be equal to:

i) 100% of emoluments where such emoluments are below the ceiling fixed by French Social Security legislation for the calculation of sickness insurance benefits payable in cash;

ii) 100% of emoluments up to such ceiling where the emoluments are between 100% and 200% of that ceiling;

iii) 50% of emoluments where the emoluments are more than twice the ceiling.

b) The emoluments and ceilings to be considered shall be those applicable on the date at which the permanent invalidity of the official is established.

Last update: November 1992

117/1.10.2 *Annuities payable to former staff shall be subject to an adjustment coefficient corresponding to changes in the French Social Security ceiling as at 1 January in each year. The first adjustment shall take place on 1 January of the year following the date the annuity takes effect.*

117/1.10.3 *Findings of permanent invalidity giving entitlement to the annuity referred to in paragraph b) of Rule 17/1.10 shall be made by the Medical Board referred to in Instruction 122/4.2 i), in accordance with Instructions 122/4.1 and following.*

Subsection II - Capital Payments on Death or Invalidity

Rule

17/1.11

a) In the event of the total permanent invalidity of an official which occurs during a period of service or non-active status due to sickness, and certified as having incapacitated an official for any form of work, professional or otherwise, the official shall be entitled to payment of a capital sum equal to three years' emoluments at the rate applying on the date when the invalidity is established.

b) In the event of the death of a serving official or of an official on non- active status due to sickness, a capital sum equal to three years' emoluments at the rate applying on the date of death shall be paid to the person(s) designated by the official, otherwise to the spouse, otherwise to the dependants of the official according to the Pension Scheme Rules, or otherwise to the person(s) designated by the Secretary-General, except where such capital sum has already been paid under paragraph a) of this Rule.

c) In the event of death or total permanent invalidity in the sense and under the conditions specified in paragraph a) above of an official affiliated to the Provident Fund, the capital provided for under paragraphs a) and b) above is increased to five years' emoluments at the rate applying on the date when the invalidity is established or on the date of death.

Instructions

117/1.11.1 *Category II invalidity for the purposes of French Social Security legislation shall be deemed to be total permanent invalidity within the meaning of Rule 17/1.11 a).*

Last update: January 1996

117/1.11.2

a) Findings of total permanent invalidity within the meaning of Rule 17/1.11 a) shall be made by the Medical Board referred to in Instruction 122/4.2 i), in accordance with Instructions 122/4.1 and following.

b) When the Invalidity Board referred to in Article 13 of the Pension Scheme Rules is convoked in accordance with the Pension Scheme Rules, it may, at the request of the official or the Secretary-General, sit as the Medical Board for the purposes of paragraph a) above.

117/1.11.3

a) The capital sum referred to in Rule 17/1.11 a) shall be paid within one month of receipt by the Head of Human Resource Management of the finding of total permanent invalidity by the Medical Board.

b) The capital sum referred to in Rule 17/1.11 b) shall be paid within one month of receipt by the Head of Human Resource Management of documents establishing the death of the official and the entitlement of the beneficiaries.

Section IV - Work accidents and occupational disease

Subsection I - Definition

Rule

17/1.12

a) An accident shall be deemed to be a work accident where it occurs as a result of, or in connection with, functions performed within the Organisation and causes physical injury to a serving official.

b) An accident shall also be deemed to be a work accident where it occurs:

   i) in the course of the normal journey from home to the normal place of work or vice versa, or

   ii) in the course of travel on duty, either during the journey to the place of mission or at an event during the mission, or

   iii) in the course of travel for the purpose of taking up duty or following the termination of employment, provided such travel is on routes and within the time limits specified under the rules of the Organisation.

c) An occupational disease which is attributable to the performance of functions within the Organisation shall be deemed to be a work accident.

d) In the event of difficulty in interpreting principles set out in paragraphs a) to c) above, analogous reference shall be made to the French legislation applicable to work accidents and occupational diseases, and to relevant decisions of the French courts. In particular, any bodily injury resulting from the action of some sudden, and generally violent, outside source shall be deemed to be an accident.

Last update: January 2011

Instructions

117/1.12.1

a) A relapse following a work accident which occurs in the performance of the functions assigned to an official or following an occupational disease contracted as a result of such functions shall be deemed to be a work accident or occupational disease, even when such relapse takes place after termination of the official's appointment.

b) Any accident within the meaning of Rule 17/1.12 which occurs while the official is on mission shall be deemed to be a work accident, provided he/she had not interrupted his/her official business for some personal reason unrelated to the functions assigned to him/her.

Last update: January 2011

117/1.12.2

a) Any accident referred to in paragraph a) or b) of Rule 17/1.12 shall be notified in writing to the Head of Human Resource Management within 48 hours.

b) The Secretary-General shall, following investigation and where necessary medical examination, inform the official whether or not the accident is recognised as a work accident, and if it is not, shall give the reasons for such decision.

Last update: February 94

Subsection II - Expenses for Medical Cover and Maintenance of Remuneration

Rule

17/1.13

a) Health care expenses resulting from treatment of the consequences of a work accident or occupational disease or from functional rehabilitation shall be reimbursed at 100 per cent without any ceiling.

b) Officials who are obliged to cease work as a result of a work accident shall be entitled to maintenance of the entirety of their salary and allowances and, if the officials have a fixed-term or executive appointment, to the renewal of their appointment until their state of health is found to be definitely settled or, at the latest, age 67.

Last update: July 2025

Instruction

117/1.13.1

a) Health care expenses referred to in Annex XIV to these Regulations which are incurred as a result of treatment for a work accident or occupational disease shall be covered 100 per cent without any ceiling, on the terms and in accordance with the procedures set out in that Annex. Such cover may take the form of direct payment, in full or in part, to the supplier or provider of services or of reimbursement of the person affiliated.

b) All expenses covered by insurance for work accidents and occupational diseases under the French General Social Security Scheme shall be covered by the medical and social system.

c) Officials may freely select the practitioner or establishment of their choice from among those authorised to give or prescribe care in the country or countries where their expenses are covered.

117/1.13.2

The age referred to in Staff Rule 17/1.13 b) shall be 65 for those officials whose age limit of service is 65 pursuant to Staff Regulation 13 and its related instructions.

Last update: July 2024

Subsection III - Invalidity or Death

Rule

17/1.14

a) An official affiliated to the Pension Scheme, who is victim of a work accident or who contracts an occupational disease, and is recognised to be suffering from permanent invalidity which totally prevents him/her from performing the functions assigned to him/her, shall be entitled, in accordance with the Pension Scheme Rules, to an invalidity pension.

b) An official affiliated to the Organisation's Provident Fund, who is victim of a work accident or who contracts an occupational disease, shall be entitled to the invalidity annuity referred to in Rule 17/1.10 b) provided he/she is recognised to be afflicted by permanent incapacity to work assessed at two-thirds or more within the meaning of French Social Security legislation.

c) In the event of permanent incapacity following a work accident or an occupational disease,

i) where there is total permanent invalidity within the meaning of Rule 17/1.11 a), the official shall be entitled, in addition to the capital sum referred to in that Rule:

- if the official is affiliated to the Pension Scheme, to a capital sum equal to two years' emoluments at the rate applying on the date the total permanent invalidity is established;
- if the official is affiliated to the Provident Fund, to a capital sum equal to three years' emoluments at the

rate applying on the date the total permanent invalidity is established;

ii) where there is partial permanent incapacity which does not provide entitlement to the benefits referred to in sub-paragraph i) above, the official shall be entitled to a capital sum equal to the proportion, corresponding to the degree of invalidity established, of the capital sum to which he/she would be entitled in the event of total permanent invalidity.

d) Where an official dies as the consequence of a work accident or occupational disease, the person(s) designated by the official, otherwise the spouse, otherwise the dependants of the official according to the Pension Scheme Rules, or otherwise the person(s) designated by the Secretary-General, shall be entitled to payment of a capital sum equal to the capital sum to which the official would have been entitled in the event of total permanent invalidity under sub-paragraph c) i) above, less any payment previously made to the official under paragraph c) above.

Last update: January 2011

Instructions

117/1.14.1 *The degree of partial permanent incapacity shall be established in accordance with the provisions of French Social Security legislation relating to permanent incapacity following a work accident or occupational disease, including in cases of successive work accidents.*

117/1.14.2 *The incapacity or invalidity referred to in Rule 17/1.14 shall be established by the Medical Board referred to in Instruction 122/4.2 i), in accordance with Instructions 122/4.1 and following.*

117/1.14.3 *The capital sum referred to in Rule 17/1.14 shall be paid within the time specified in Instruction 117/1.11.3.*

Last update: November 92

Section V - Financing of the social and medical system

Rule

17/1.15 Officials affiliated under Rule 17/1.1 a) and former officials, or duly qualified claimants to their rights, affiliated to the medical and social system under Rule 17/1.2 shall contribute one-third of the cost of providing benefits under this system, except for benefits in respect of work accidents or occupational diseases, or for maintenance of salary in the event of sickness or maternity, or for benefits on birth or adoption of a child, as determined by Instructions of the Secretary-General.

Instructions

117/1.15.1

a) The share of the cost of the Organisation's medical and social system payable under Rule 17/1.15 by persons affiliated thereto shall take the form of a monthly contribution fixed periodically by the Secretary-General after obtaining the opinion of the Staff Association. The contribution shall be expressed as a percentage of emoluments for capital benefits in the event of invalidity or death, and, for benefits referred to in Rule 17/1.15:

i) as a percentage of basic salaries for serving staff;

ii) for persons referred to in Instruction 117/1.2.1 a) i) ii) iii), as a percentage of the highest of the two following amounts:

- *the pension[22] or annuity paid to the former official or, in the case of former officials who have remained affiliated to the Provident Fund, the pension to which they would have been entitled under the Pension Scheme rules by virtue of all their years of service with the Organisation or with another Co-ordinated Organisation, or*
- *the pension which would be due to former officials had they left the Organisation at the same grade and step, at the pensionable age applicable to them after twenty years of service for officials affiliated to the Co-ordinated Pension Scheme or to the New Pension Scheme pursuant to Annex X and Annex X bis to the Staff Regulations respectively; or after twenty-two years of service for officials affiliated to the Third Pension Scheme pursuant to Annex X ter to the Staff Regulations*

iii) for persons referred to in Instruction 117/1.2.1 a) iv) and v), as a percentage of basic salary for their grade and step on the date of the end of their appointment;

iv) for persons referred to in paragraph b) of Instruction 117/1.2.1, as a percentage of the highest of the two following amounts:

- *any pension paid to them by the Organisation, or in the case of duly qualified claimants to the rights of deceased officials or former officials who had remained affiliated to the Provident Fund, the pension to which they would have been entitled under the Pension Scheme rules; or*
- *the pension which would be due to a duly qualified claimant to the rights of a deceased former official of the same grade and step as the deceased former official through whom their affiliation arises and who would have left the Organisation at the pensionable age applicable to them after twenty years of service, when the deceased former official was affiliated to the Co-ordinated Pension Scheme or the New Pension Scheme pursuant to Annex X and Annex X bis to the Staff Regulations respectively;*
- *or after twenty-two years of service for officials affiliated to the Third Pension Scheme pursuant to Annex X ter to the Staff Regulations.*

v) for persons referred to in Rule 17/1.3, as a percentage of the basic salary for their last month of service or, in the case of divorced former spouses, of that of their former spouse.

b) Recipients of an orphan's pension from the Organisation or of a pension or invalidity annuity payable

[22] For those officials affiliated to the Third Pension Scheme (Annex X ter) the pension referred to under ii) and the following sub-paragraphs of this Instruction shall be the retirement pension prior to converting any part of the retirement pension for a lump sum under Article 10 bis of Annex X ter to the Staff Regulations

under Rule 17/1.14 and recipients of a survivor's pension from the Organisation under Article 19.2 of the Pension Scheme Rules shall be exempt from payment of any contribution.

c) Persons voluntarily affiliated under Instruction 117/1.2.1 and 117/1.2.4 c) who are entitled in another capacity for themselves and persons claiming through them to cover for health care expenses accepted as satisfactory by the Secretary-General, shall be entitled to a reduction in the contribution fixed by the Secretary-General in accordance with paragraph a) above. The reduction in the contribution shall take effect on the first day of the month following receipt by the Secretary-General of documents establishing that the person voluntarily affiliated and persons claiming through him meet these conditions.

d) Persons voluntarily affiliated whose entitlement is suspended shall during the period of suspension pay a lump sum contribution to be determined by the Secretary- General in accordance with the procedure in paragraph a) above.

e) The contribution by officials affiliated to the Provident Fund towards the cost of the benefits referred to under Rule 17/1.11 is equal to 5/3 of the contribution paid by other officials towards the cost of those benefits.

Last update: May 2026

117/1.15.2 *In the case of persons affiliated who receive emoluments, a pension or an annuity from the Organisation, the monthly contribution shall be deducted therefrom by the Organisation. Other persons affiliated shall pay the contribution before the fifteenth day of each month; their affiliation shall be suspended where contributions are more than two months overdue and shall terminate if the person affiliated fails to pay the arrears within one month of being served notice to do so by the Organisation.*

Section VI - Supervisory board

Rule

17/1.16 A Supervisory Board shall be established to advise the Secretary-General on matters relating to medical and social protection. The composition and rules of procedure of the Supervisory Board shall be determined by Instructions of the Secretary-General.'

Instruction

117/1.16.1

a) The Supervisory Board shall consist of six members:

vi) three members and three deputies appointed by the Secretary-General;

vii) three members and three deputies representing persons affiliated to the Organisation's medical and social system as well as the recipients of complementary benefits under Rules 17/1.17 to 17/1.22; the members and deputies are appointed by the Staff Association taking into account the need to ensure the representation of all persons affiliated and recipients of complementary benefits; they include at least one member and one deputy who are former officials or duly qualified claimants to the rights of deceased officials or former officials;

b) The Supervisory Board shall elect a chairman and adopt its rules of procedure. The Secretary-General shall appoint the secretary of the Supervisory Board.

c) The Supervisory Board shall be consulted on any amendment of the Staff Regulations, Rules or Instructions affecting benefits under Staff Regulation 17 a); it shall be informed of the schemes accepted as satisfactory for the purposes of application of Instruction 117/1.15.1 c) and 117/1.21.1 a) and b).

d) The Supervisory Board shall be kept informed of trends in the cost of benefits under Regulation 17 a), and in particular about the general conditions of application of Article 4 of Annex XIV, including the main thresholds for special scrutiny under that Article.

e) The Supervisory Board shall meet twice a year:

viii) in the spring to consider, inter-alia, a report prepared by the Head of Human Resource Management on the administration and outturn of the system of medical and social protection in the previous year;

ix) in the autumn, to consider, inter-alia, a report prepared by the Head of Human Resource Management regarding adjustments recommended for the following year, any renewal or amendment of contracts with the insurer and manager and probable trends in contributions. The report shall be accompanied by relevant statistical data regarding matters dealt within the report by the Head of Human Resource Management.

f) The Supervisory Board shall hold an extraordinary meeting at the request either of the Secretary-General or of one half of its members.

g) The Supervisory Board shall endeavour to provide the Secretary-General with opinions reflecting consensus among its members; when consensus cannot be reached, it shall adopt majority opinions and set out the different positions of its members.

Last update: January 96

Section VII - Transitional provisions

Subsection I - Officials

Rule

17/1.17

a) Officials who opt to maintain their affiliation to the French Social Security Scheme in respect of cover for sickness, maternity, invalidity, death, work accidents and occupational diseases under paragraph b) of Rule 17/1.1 shall be entitled to complementary health care benefits, maintenance of salary and birth and adoption benefits. They shall also be entitled to capital benefits in the event of invalidity or death.

b) The provisions of Rule 17/1.5 and of the Instructions adopted by the Secretary-General shall apply to officials referred to in paragraph a) of this Rule.

Last update: January 96

COMPLEMENTARY HEALTH CARE BENEFITS

Rule

17/1.18

a) In the event of sickness or maternity of an official referred to in paragraph a) of Rule 17/1.17, or of other beneficiaries within the meaning of the provisions applicable to the medical and social system of the Organisation, the official shall be entitled to payment of health care expenses corresponding to the difference between the benefits which would be payable under Rule 17/1.6 and benefits provided under French Social Security legislation.

b) Benefits referred to in paragraph a) above shall only be payable in respect of health care reimbursed under French Social Security legislation.

Instructions

117/1.18.1 *The procedure, rates of cover and ceilings applicable to complementary health care benefits shall be those set out in Instructions 117/1.6.1 to 117/1.6.4.*

117/1.18.2 *When a beneficiary receives benefits under another complementary scheme, such benefits shall be declared by the official and shall be deducted from benefits payable by the Organisation.*

OTHER BENEFITS

Rule

17/1.19

a) Officials referred to in Rule 17/1.17 a) or, in the event of death, duly qualified claimants to their rights, shall be entitled to the benefits provided under Rules 17/1.7 to 17/1.14 under the same conditions as officials referred to in Rule 17/1.1 a), subject to the conditions set out in paragraphs b) and c) below.

b) In no case shall total payments in respect of maintenance of salary or capital benefits made by the Organisation and by French Social Security exceed total salary and allowances or the total capital sums due under these Rules, subject to the conditions below.

c) By derogation of paragraph a) above, officials affiliated to the Provident Fund who opted to remain affiliated to the general French Social Security Scheme, are not entitled to the benefits of Rule 17/1.11 c), nor to the benefits of Rules 17/1.14 c) and d) for officials affiliated to the Provident Fund. The terms

of paragraph b) above regarding the capital sum are not applicable to these officials.

Last update: February 94

Instructions

117/1.19.1

a) Work accidents or occupational diseases shall be notified to the Head of Human Resource Management in accordance with the provisions of French Social Security legislation.

b) Work accidents and occupational diseases shall be those accidents or diseases recognised as work accidents or occupational diseases by French Social Security.

c) Notwithstanding the provisions of Instruction 117/1.14.2, in establishing invalidity for the purposes of Rule 17/1.14 b) or determining the degree of incapacity for the purposes of Rule 17/1.14 c) ii), the Secretary-General shall take his/her decision on the basis of the decision taken by the competent French Social Security body.

d) However, in the event of a work accident which occurs in the course of travel following the termination of employment as foreseen by Rule 17/1.12 b) iii), the procedures and rules of the Organisation's medical and social system shall be applicable.

117/1.19.2 *Health care expenses under Rule 17/1.13 a) shall be reimbursed when covered by French Social Security. French Social Security benefits and benefits under any other complementary scheme shall be declared by the official and shall be deducted from benefits payable by the Organisation.*

117/1.19.3

a) The Organisation shall be automatically subrogated to the entitlement of officials to the daily allowances paid by Social Security which are due to them in the event of temporary total incapacity.

b) However, where an official is entitled only to half his/her salary and allowances under Rule 17/1.7, the daily allowances shall be paid to the official.

Last update: December 92

FINANCING

Rule

17/1.20

a) Officials referred to in Rule 17/1.17 a) shall pay, by deduction from basic salary, the employee contribution specified under French Social Security legislation.

b) Officials referred to in paragraph a) above shall be entitled free- of-charge to the benefits referred to in Rule 17/1.18, to maintenance of salary in the event of total temporary incapacity, to birth and adoption benefits and to benefits in respect of work accidents and occupational diseases, under the conditions specified in Rule 17/1.19.

c) Officials referred to in paragraph a) above shall contribute one- third of the cost of capital benefits payable in respect of invalidity or death not resulting from a work accident or occupational disease, under conditions to be determined by the Secretary-General.

Instruction

117/1.20.1 *The contribution by officials referred to in paragraph c) of Rule 17/1.20 shall be payable monthly at a rate to be fixed by the Secretary-General, after obtaining the opinion of the Staff Association, as a percentage of their emoluments and shall be deducted from their emoluments by the Organisation.*

Last update: November 92

Subsection II - Former Officials and Duly Qualified Claimants

Rule

17/1.21 Former officials having left the Organisation before 1st January 1993 or having opted to remain affiliated to the French Social Security Scheme under Rule 17/1.1 b), who are covered by a social protection scheme providing benefits at a satisfactory level by virtue of reasons other than professional, and who meet certain conditions regarding age and length of service with the Organisation or whose employment with the Organisation ended for specified reasons, may be entitled, free of charge, where they so request, to complementary health care benefits under conditions to be determined by the Secretary-General. Such entitlement may also be extended to duly qualified claimants to the rights of such former officials, on conditions to be determined by the Secretary-General.

Last update: November 92

Instructions

117/1.21.1

a) Former officials who opt to remain affiliated to the French Social Security Scheme in accordance with Rule 17/1.1 b), who are in one of the situations set out in paragraph a) of Instruction 117/1.2.1 and who are entitled other than by reason of their occupation to benefits under a schemeproviding cover for health care expenses at a rate accepted as satisfactory by the Secretary- General, shall, at their request, be entitled to complementary cover for health care expenses under Rule 17/1.18. For the purposes of the application of this provision to former officials affiliated to a scheme other than that of the French Social Security, the expression "under French Social Security legislation" in paragraph a) and b) of Rule 17/1.18 shall be replaced by "under the scheme to which he/she is affiliated".

b) Former officials who have left the Organisation prior to 1 January 1993 and who, at the time of their departure, were in one of the situations referred to in paragraphs a) i) ii) and iii) of Instruction 117/1.2.1, as well as duly qualified claimants to their rights, within the meaning of the Pension Scheme Rules, shall be entitled to complementary cover for health care expenses under Rule 17/1.18, provided they are entitled, on 1 January 1993 other than by reason of their occupation to benefits under a scheme providing cover for health care expenses at a rate accepted as satisfactory by the Secretary- General. For the purposes of the application of this provision to former officials affiliated to a scheme other than that of the French Social Security, the expression "under French Social Security legislation" in paragraph a) and b) of Rule 17/1.18 shall be replaced by "under the scheme to which he is affiliated".

c) The following may also, at their request, obtain cover for health care expenses on the same terms as those set out in paragraph a) above;

i) duly qualified claimants, within the meaning of the Pension Scheme Rules, to the rights of officials referred to in Rule 17/1.17 a) who die while in active service, and surviving spouses who are not entitled to a survivor's pension owing to the duration of their marriage;

ii) duly qualified claimants, within the meaning of the Pension Scheme Rules, to the rights of former officials referred to in paragraph a) of this Instruction, and surviving spouses who are not entitled to a survivor's pension owing to the duration of their marriage.

Last update: January 95

117/1.21.2

a) The request referred to in Instruction 117/1.21.1 shall be made, in the case of former officials in the situations referred to in paragraphs a) i) iii) and iv) of Instruction 117/1.2.1, no later than the month following termination of their appointment, in the case of former officials in the situation referred to in paragraph a) ii) of Instruction 117/1.2.1, within the month following their sixtieth birthday, and in the case of the duly qualified claimants referred to in paragraph c) of Instruction 117/1.21.1, within three months following the death of the official or former official.

b) The request shall be accompanied by supporting documents establishing that the necessary conditions have been fulfilled.

c) Under duly established exceptional circumstances, the request may be accepted notwithstanding the time limit set under a) above; if so, cover shall only take effect in respect of benefits to be paid after receipt of the request.

Last update: January 95

117/1.21.3

a) The entitlement referred to in Rule 17/1.21 shall be suspended in the case of former officials who are in one of the situations referred to in paragraph a) of Instruction 117/1.2.1 and in the case of persons referred to in paragraph b) of the same Instruction who are aged 50 or over at the time of the death of the official or former official, when prior to age 60 they take up some new gainful occupation giving entitlement to cover for health care expenses; such suspension shall continue throughout the period of entitlement by virtue of such new occupation.

b) Entitlement under Rule 17/1.21 shall cease in the case of persons referred to in paragraph b) of Instruction 117/1.2.1 who are less than 50 years of age at the time of the death of the official or former official, when they take up some new gainful occupation giving entitlement to cover for health care expenses.

c) Persons referred to in Instruction 117/1.21.1 who take up some new gainful occupation shall immediately inform the Head of Human Resource Management thereof.

Last update: February 94

117/1.21.4 *The provisions of Instruction 117/1.6.4 above shall be applicable to persons referred to in Rules 17/1.21 and 17/1.22, provided the amount specified in that Instruction is calculated by reference to Instruction 117/1.15.1 a) ii), iv) or v), as the case may be.*

Rule

17/1.22 Former officials in service on 1st January 1993 who were affiliated to the Organisation's medical and social system under Staff Rule 17/1.1 a) and who, before 1st January 1993 had acquired rights to be covered under a scheme providing them during their retirement with benefits of a satisfactory level, or duly qualified claimants to their rights when they die, may at their request obtain entitlement under Rule 17/1.21.

Instruction

117/1.22.1

a) Persons referred to in Rule 17/1.22 shall be entitled to benefits under Rule 17/1.21 on conditions to be determined by instructions of the Secretary-General adopted pursuant to Rule 17/1.21, provided they so request within the month following the end of their appointment or, in the case of former officials whose appointment ended before the age limit of service applicable to them under Staff Regulation 13 and its related instructions, in the month preceding said age limit of service.

b) However, persons who have requested entitlement to complementary benefits in accordance with paragraph a) above shall at their request be affiliated to the medical and social system in respect of cover for health care expenses in accordance with Instruction 117/1.2.1 where the benefits to which they are entitled during their retirement cease to be considered satisfactory by the Secretary-General, in application of Instruction 117/1.21.1.

Last update: July 2024

Section VIII - Entry into force

Rule

17/1.23

a) Rules 17/1.1 to 17/1.16 on the Organisation's medical and social system and Rules 17/1.17 to 17/1.22 on transitional provisions shall take effect on 1st January 1993.

b) Arrangements for exercise of the right of option referred to in Rule 17/1.1 b) shall be determined by instructions of the Secretary-General. Officials who exercise the option may renounce it on conditions determined by instructions of the Secretary-General.

c) Officials appointed as from 2 January 1993 shall be subject to the provisions of Rules 17/1.1 to 17/1.15 on the Organisation's medical and social system.

Last update: February 94

Instructions

117/1.23.1 *Officials in service on 1 January 1993:*

a) shall continue to be affiliated to the French Social Security Scheme until 30 June 1993 unless prior to that date they apply in writing to be affiliated to the Organisation's medical and social system. Such application to become affiliated to the Organisation's medical and social system shall be irrevocable and shall entail cessation of affiliation to the French Social Security Scheme. An application submitted before the 16th day of the last month of the civil quarter shall take effect on the first day of the calendar quarter following its submission and at the earliest on 1 January 1993;

b) shall be affiliated to the Organisation's medical and social system as from 1 July 1993 if by 15 June 1993 at the latest they have not applied in writing to remain affiliated to the French Social Security Scheme.

117/1.23.2 *Officials who opt before 16 June 1993 to remain affiliated to the French Social Security Scheme may at any time before 16 December 1993 renounce such option and request affiliation to the Organisation's medical and social system. Renouncement of the option to remain in French Social Security and the request for affiliation to the Organisation's medical and social system shall be irrevocable and shall take effect on 1 January 1994.*

117/1.23.3

a) Former officials who were still serving on 1 January 1993 and who requested affiliation to the Organisation's medical and social system under Instructions 117/1.23.1 and 117/1.23.2 above, but whose appointment terminated before their affiliation could take effect, shall be affiliated to the medical and social system in respect of cover for health care expenses under the same conditions as persons referred to in Instruction 117/1.2.1.

b) The affiliation of the former officials referred to above shall take effect on the day following the termination of their appointment.

Last update: February 94

CHAPTER II - PENSION SCHEMES

Rule

17/2.1

a) Subject to paragraph b) below, officials who took up duty on or after 1 July 1974 and before 1 January 2002 shall be affiliated to the Co-ordinated Pension Scheme (CPS) and shall be subject to the provisions of the Co-ordinated Pension Scheme Rules and Instructions (CPS Rules) as set out in Annex X to the Staff Regulations.

b) Subject to paragraph c) below, officials who took up duty on or after 1 January 2002 and before 1 July 2025 and who:

- have never contributed to the CPS referred to in paragraph a) above; or
- by virtue of their last appointment with the Organisation or with another Co-ordinated Organisation[23], were affiliated to the CPS, benefited from the provisions of Article 11 of the CPS Rules [leaving allowance] and did not repay the amounts provided for under that Article,

shall be affiliated to the New Pension Scheme (NPS) and shall be subject to the provisions of the New Pension Scheme Rules and Instructions (NPS Rules) as set out in Annex X bis to the Staff Regulations.

Notwithstanding the above, officials affiliated to the NPS who decide, before 1 July 2026, to opt in to the Third Pension Scheme (TPS) referred to under paragraph c) below shall be affiliated to that pension scheme and shall be subject to the provisions of the Third Pension Scheme Rules and Instructions (TPS Rules) as set out in Annex X ter to the Staff Regulations.

c) Officials who took up duty on or after 1 July 2025 and who:

- have never contributed to the CPS or to the NPS referred to respectively in paragraph a) or b) above; or
- by virtue of their last appointment with the Organisation or with another Co-ordinated Organisation, were affiliated to the CPS, benefited from the provisions of Article 11 of the CPS Rules [leaving allowance] and did not repay the amounts provided for under that Article upon their new appointment with the Organisation on or after 1 July 2025; or
- by virtue of their last appointment with the Organisation or with one of the three other Co-ordinated Organisations having adopted the NPS[24], were affiliated to the NPS, benefited from the provisions of Article 11 of the NPS Rules [leaving allowance] and did not repay the amounts provided for under that Article upon their new appointment with the Organisation on or after 1 July 2025,

shall be affiliated to the TPS and shall be subject to the provisions of the TPS Rules set out in Annex X ter to the Staff Regulations.

Last update: July 2025

17/2.1bis The pensionable age for receiving a retirement pension referred to in Article 8 of the Pension Scheme Rules set out in Annex X bis shall be:

iii) for officials appointed on or after 1st July 2024, 66 years;

iv) for officials appointed prior to 1st July 2024, the applicable age corresponding to their situation at

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23 In addition to the OECD, there are five Co-ordinated Organisations, as listed below:
- the North Atlantic Treaty Organisation (NATO);
- the Council of Europe;
- the European Space Agency (ESA);
- the European Centre for Medium-Range Weather Forecasts;
- the European Organisation for the Exploitation of Meteorological Satellites (EUMETSAT).

24 The NPS was adopted by the OECD and the governing bodies of the following Co-ordinated Organisations:
- the Council of Europe;
- the European Organisation for the Exploitation of Meteorological Satellites (EUMETSAT);
- the European Space Agency (ESA).

1st July 2024 as provided in the table below:

Length of Service on 1 July 2024 / Age on 1 July 2024	Pensionable age for receiving a retirement pension without reduction		
	>0 and <5 years of service	**≥5 and <10 years of service**	**10 or more years of service**
≥58	63	63	63
50-57	64	64	63
40-49	65	64	64
<40	66	65	64

Last update: 1 July 2024

17/2.1ter For the purposes of Article 11 of the Pension Scheme Rules contained in Annex X, a staff member who is re-appointed by the Organisation after having received a leaving allowance shall be considered not to have terminated his service and must pay back this allowance if the period during which he was not employed by the Organisation, in whatever capacity, is less than 12 months.

Last update: 1 December 2002

Instruction

117/2.1.1 *For the purposes of the Pension Scheme Rules set out in Annex X and X bis, the references to the "post", the "job" or the "duties" of a "staff member" shall be understood, for the OECD's officials, to be the functions assigned to an official.*

Last update: January 2011

CHAPTER III – STATUTORY TRAVELS AND MISSIONS

Section I - Statutory travels

Rule

17/3.1 An official shall be entitled in conformity with this Rule to the reimbursement of travel expenses actually incurred:

a) when taking up duty, for the journey from the official's place of residence to the headquarters of the Organisation;

b) when taking home leave as provided in Regulation 20 f) for the return journey between the headquarters of the Organisation and the official's home;

c) when transferred to any other station, for the journey from the headquarters of the Organisation to the official's new station;

d) on leaving the service of the Organisation, for the journey from the headquarters of the Organisation to the place where the official resided at the time of taking up duty or to the official's new place of residence, as the case may be, provided that the journey actually takes place and the application for reimbursement is made within one year of leaving the service.

17/3.2 An official who receives the household allowance, the basic family allowance or the dependent child supplement shall be entitled, subject to Rule 20/3.3, to reimbursement of travel expenses incurred in respect of his spouse, dependent children and, in exceptional cases determined by the Secretary-General having regard to the composition of the family, in respect of a person in charge of such children. For the purposes of this Rule, the spouse, dependent children and, where applicable, the person in charge of the children, shall be deemed to be officials of the same grade as the official concerned.

Last update: February 2017

Instruction

117/3.2.1 *Travel expenses may be reimbursed for a person accompanying the dependent child(ren) of an official, as foreseen by Rule 17/3.2, on provision of justifications, in the following cases:*

a) an official has no spouse [civil status is widow(er), divorced, separated or single] and the person is accompanying:

v) at least two dependent children, both of whom are less than 12 years of age, or

vi) a dependent child who is handicapped or disabled within the meaning of the Staff Regulations; or

b) the spouse of an official is permanently incapacitated, at a level of invalidity of at least 80 per cent, and the person is accompanying at least one dependent child less than 12 years of age; or

c) a dependent child less than 7 years of age is travelling, not in the company of a member of the family who is at least 18 years of age, and the accompanying person is provided by the hostess service of the air or rail company.

Last update: February 2017

In all cases reimbursement shall be limited to one accompanying person per authorised journey of the official and within the cost of the travel expenses of the official for the same journey.

Rules

17/3.3 Except when taking home leave, an official entitled to the reimbursement provided for in Rule 17/3.1 shall be entitled, for traveling time in excess of 24 hours, to the allowance laid down in Rules 17/3.9 and 17/3.14.

17/3.4 Where the appointment of an official subject to a probationary period is not confirmed, the Secretary-General shall decide whether the Organisation shall pay the travel expenses occasioned by the termination of appointment.

Last update: January 99

Section II - Travel Expenses

Rule

17/3.5

a) The Organisation shall reimburse travel expenses incurred by an official in respect of himself and the persons mentioned in Rule 17/3.2 who are eligible for reimbursement according to Rules 16/8.4, 17/3.1, 17/3.2 and 17/3.8, as follows:

   i) the cost of transport, by the customary direct route and usual mode of transport as determined by the Organisation in accordance with Instructions of the Secretary-General;

   ii) the cost of seat reservations; and

   iii) excess luggage charges, except in the case of travel under Rule 16/8.4 (education allowance) or Rule 17/3.1 b) (home leave), in accordance with Instructions of the Secretary-General.

b) In the case of travel under Rules 16/8.4, 17/3.1 and 17/3.2, an official or a future official authorised to travel for the purpose of taking up duty may, instead of being reimbursed under paragraph a) above, obtain payment for himself/herself and, where applicable, for his/her spouse and dependent children, of a lump sum of an amount determined in accordance with Instructions of the Secretary-General and less than the cost of transport resulting from paragraph a) i) above.

Last update: March 93

Reimbursement options

Instructions

117/3.5.1 *For travel pursuant to Rules 16/8.4, 17/3.1 or 17/3.2, if an official, or a future official taking up duty, has chosen to be reimbursed according to Rule 17/3.5 paragraph a), the following conditions shall apply:*

a) the tickets shall be issued by the Organisation's travel agency and provided to the official concerned;

b) in the case of a journey under Rule 16/8.4 or Rule 17/3.1 paragraphs a), b) or c), the official shall provide, within 30 days of completion of the journey,

   i) the counterfoils of the tickets used showing that the authorised journey(s) has(have) been made;

   ii) a statement on his honour that the authorised journey(s) has(have) been made;

c) If the official fails to submit the documents mentioned in paragraph b) above within 30 days, the cost of the tickets shall be deducted from official's salary; if the official does present the documents later, he/she will be reimbursed up to 80 per cent of that amount.

Last update: December 2005

117/3.5.2

a) The lump sum specified in Rule 17/3.5, paragraph b), shall be equal to the applicable percentage as provided in paragraph c) below of a global amount calculated as follows:

   i)

   ii) where a direct air service exists, the price of a full economy- class fare by the cheapest regular flight to the airport closest to the destination; otherwise, the price of a train ticket of the highest class available; and

   iii) if necessary, the cost of a train ticket of the highest class available between the town corresponding to the airport of arrival and the town of final destination. If the cost of the train ticket is not known, the amount shall be determined on the basis of the allowance specified in Instruction 117/3.17.13; and

iv) a lump sum equal to twice the amount of terminal expenses provided for under Instruction117/3.17.1 i), for a single journey and to four times this amount for a return journey.

b) The following conditions shall apply:

i) the official shall use the lump sum to make, or arrange for, the authorised journey(s) using any convenient method of travel, under his/her own responsibility;

ii) the Organisation shall not reimburse any other transport or additional costs, even if they are the direct consequence of unforeseen and exceptional circumstances;

iii) for a journey under Rule 16/8.4. or Rule 17/3.1. paragraphs a), b) or c) or 17/3.2, the official shall submit within 30 days of completion of the journey(s) a statement on his/her honour that the authorised journey(s) has(have) been made and the date(s) of travel. If the official fails to submit the statement within this time limit, the amount of the lump sum payment shall be deducted from his/her salary; if the official does present the statement later, he/she shall be reimbursed up to 80 per cent of that amount; The official shall retain proof of the purchase of his/her travel tickets for a period of two years from the end of the journey (s) made. During this period, the official may be requested to produce such proof.

Last update: May 2014

iv) the amount of the lump sum shall be determined at the date the official submits his/her travel application, which cannot be more than 6 months in advance of the official's journey (or, in the case of an education travel, of the child's journey). The amount shall be paid to the official as early as possible thereafter;

v) if the official's dependent children are entitled to a reduced air or train fare, the reduction shall be taken into account in calculating the lump sum.

vi) for a journey under Rule 17/3.1 a), the lump sum payment shall only be made once the official has taken up duty.

c) The percentages applicable pursuant to paragraph a) above shall be as follows:

i) 75% for travel between the duty station and destinations in zone 1;

ii) 65% for travel between the duty station and destinations in zone 2;

iii) 55% for travel between the duty station and destinations in zone 3.

Section III - Excess Luggage

Instructions

117/3.5.3 *Excess luggage shall be considered to be any luggage not carried free of charge by the transportation companies.*

117/3.5.4 *Charges for luggage up to the limits specified below shall be reimbursed only when authorisation has been obtained prior to a statutory travel provided for in Rules 16/8.4, 17/3.1 or 17/3.2 and on production of receipts:*

a) when an official travels by air, the official's excess luggage charges and those of his/her family shall be reimbursed up to the amount of the difference between the luggage allowance for first class and that for economy class or equivalent;

b) when an official travels by train or boat, the costs by surface orsea transport of his personal luggage shall be reimbursed as follows:

- *90 kg (200 lb.) for each full-fare ticket,*
- *45 kg (100 lb.) for each half-fare ticket,*
- *50 kg (110 lb.) for each child who receives no luggage allowance from the carrier.*

Last update: December 2005

Section IV - Air Travel

Instructions

117/3.5.5 *When travel by air is authorised pursuant to Rules 16/8.4, 17/3.1 and 17/3.2, an official, a future official travelling for the purposes of taking up duty, as well as the persons mentioned in Rule 17/3.2, shall be provided by the Organisation with air tickets, giving entitlement to a seat, under the following conditions:*

a) *wherever possible, the ticket issued shall be at a price less than the full economy class fare for the customary direct route, provided that it entitles the holder to a seat in economy class conditions; the Organisation shall bear the cost of any fare increase resulting from a change in travel dates, duly justified by the official and on grounds duly approved by the Head of Human Resource Management;*

b) *otherwise, a full economy class air ticket for the customary direct route shall be provided; the ticket shall be neither refundable nor exchangeable, except for some unforeseen and exceptional event (sickness, accident, etc.) beyond the official's control and duly recognised as such by the Head of Human Resource Management;*

c) *the ticket shall not provide entitlement to stop-overs, except for flights lasting more than nine hours.*

Section V - Rail Travel

Instructions

117/3.5.6 *An official, when travel by rail is authorized pursuant to Rules 16/8.4, 17/3.1 or 17/3.2 shall be entitled to reimbursement of the price of a ticket of the highest class, less any fare reduction to which he/she is entitled and which he/she must declare.*

117/3.5.7 *Where an official's child under four years of age is travelling by rail and, by reason of the number of people on the train, the payment of a 50 per cent fare is requested by the ticket- collector in respect of that child, the official shall be entitled to the reimbursement of the cost of the 50 per cent fare. Payment shall be made after the event on sight of the ticket-collector's receipt.*

117/3.5.8 *The sleeping-car supplement shall be reimbursed for travel involving a night journey of six hours or more.*

117/3.5.9 *Officials shall be entitled to the reimbursement of sleeping-car supplement as follows:*

iv) Executive and senior executive officials: 1st-class ´single' sleepers;

v) Other officials: ´special´ sleepers or 1st- class´single´ sleepers, or 1st- class ´double´ sleepers.

117/3.5.10 *Where several members of one family are travelling together by sleeper, the Head of Human Resource Management may require double-berth sleepers to be used.*

Last update: October 2023

Section VI - Travel by private car

Instructions

117/3.5.11 *The use of a private vehicle pursuant to Rules 16/8.4, 17/3.1 or 17/3.2 shall be authorised only in exceptional cases where such mode of transport is indispensable. Officials so authorised shall travel at their own risk, shall be responsible for making arrangements regarding insurance and may not claim against the Organisation in respect of any damage caused to their vehicles. Officials authorised to use their private vehicle shall receive payment of the kilometric allowance provided for in Instruction 117/3.17.13.*

Last update: December 2005

Section VII - Terminal charges

Instruction

117/3.5.12 *When travel is pursuant to Rules 16/8.4, 17/3.1 or 17/3.2, officials shall be entitled to reimbursement of the terminal charges in accordance with Instructions 117/3.17.1 to 117/3.17.3. The method of reimbursement shall be determined by the Head of Human Resource Management.*

Last update: December 2005

Section VIII - Removals

Rule

17/3.6 Under conditions specified by the Secretary-General, the Organisation shall pay the expenses incurred for the removal of an official's personal effects in the situations specified in Rule 17/3.1, except for home leave.

Instructions

117/3.6.1 *Within the limit of a cost ceiling set for the official by the Head of Human Resource Management, the Organisation shall pay the costs incurred for removal of the official's personal effects to or from the duty station and for insurance costs associated with that removal.*

In exceptional cases, the Head of Human Resource Management may authorise payment, subject to the cost ceiling set for the official, of expenses incurred for the removal and storage of all or part of an official's personal effects to elsewhere than the duty station, if the Head of Human Resource Management considers that these expenses and the removal expenses for the personal effects shipped to the duty station do not exceed the expenses that would have been paid for the removal of all personal effects to the duty station.

The Organisation shall not pay import taxes levied on personal effects in certain countries.

117/3.6.2 *The ceilings set by the Head of Human Resource Management shall take into account the official's family situation at the time of the removal, and the average costs of removal and associated insurance between the geographical zones of the destination and point of origin. The volume serving as the basis for the calculation of the ceiling is:*

a) 40m^3 for officials who receive the household allowance, the basic family allowance, the dependent child supplement, or the supplement for disabled and dependent parent that volume being increased by 5m^3 for each child recognised as dependent within the meaning of the Staff Regulations; and

b) 30m^3 for officials who do not receive any of the allowances mentioned in the above paragraph.

117/3.6.3 *The removal and associated insurance expenses of officials on loan to the Organisation from another employer for a period of less than one year shall not be paid by the Organisation. For officials on loan for a period of one year or more, removal and associated insurance expenses shall be paid by the Organisation in an amount not exceeding 50% of the applicable cost ceiling.*

Last update: February 2017

Rule

17/3.7 The Organisation shall pay the removal expenses incurred by an official:

a) on taking up duty or on being transferred to another duty station, if the removal takes place within two years thereafter and in any case before notice is given of the termination of the appointment;

b) on leaving the service of the Organisation, if the removal takes place within two years thereafter.

Last update: January 2001

Section IX - Missions

Rule

17/3.8 An official traveling on duty on behalf of the Organisation under a travel order shall be entitled to the reimbursement of travel expenses actually incurred for this purpose, as provided in the present rules.

Instructions

117/3.8.1 *Instructions 117/3.8.1 to 117/3.17.16 are applicable to travels undertaken byofficials on behalf of the Organisation in support of its work programme or other official purposes (hereinafter referred to either as "travel on duty" or as "missions").*

117/3.8.2 *Officials are entitled to the reimbursement of reasonable expenses incurred during missions duly authorised by the Organisation, as set out in the following provisions.*

117/3.8.3 *Officials shall provide the required support vouchers to justify mission related expenditure and, where necessary, shall obtain the authorisation in respect of items referred to in Instruction 117/3.17.5.*

117/3.8.4 *If an official travels for personal reasons to the mission destination in advance and cannot undertake the mission due to unforeseen circumstances, he/she shall reimburse the expenses incurred by the Organisation unless the Head of Human Resource Management agrees to waive all or part of this reimbursement.*

Last update: December 2005

Section X - Daily Subsistence Allowance

Rule

17/3.9 An official traveling on duty shall be entitled to a daily subsistence allowance at the rates expressed in the table hereunder in respect of the country or countries to be visited.

Last update: January 2024

DAILY RATES OF SUBSISTENCE ALLOWANCE
TAUX DES INDEMNITÉS JOURNALIÈRES DE SUBSISTANCE
(Member states of the Co-ordinated Organisations / États membres des Organisations coordonnées)

01.01.2024 – 31.12.2026

	AMOUNTS MONTANTS	CURRENCY MONNAIE	
ALBANIA	179	EUR	**ALBANIE**
ANDORRA	152	EUR	**ANDORRE**
ARMENIA	243	EUR	**ARMÉNIE**
AUSTRALIA	391	AUD	**AUSTRALIE**
AUSTRIA	210	EUR	**AUTRICHE**
AZERBAIJAN	194	EUR	**AZERBAÏDJAN**
BELGIUM	260	EUR	**BELGIQUE**
BOSNIA AND HERZEGOVINA	153	EUR	**BOSNIE-HERZÉGOVINE**
BULGARIA	175	EUR	**BULGARIE**
CANADA	386	CAD	**CANADA**
CHILE	247	EUR	**CHILI**
COLOMBIA	161	EUR	**COLOMBIE**
COSTA RICA	209	EUR	**COSTA RICA**
CROATIA	219	EUR	**CROATIE**
CYPRUS	190	EUR	**CHYPRE**
CZECH REPUBLIC	177	EUR	**RÉPUBLIQUE TCHÈQUE**
DENMARK	2 108	DKK	**DANEMARK**
ESTONIA	172	EUR	**ESTONIE**
FINLAND	241	EUR	**FINLANDE**
FRANCE Paris	276	EUR	Paris **FRANCE**
Others	241	EUR	Autres
GEORGIA	183	EUR	**GÉORGIE**
GERMANY	246	EUR	**ALLEMAGNE**
GREECE	194	EUR	**GRÈCE**
HUNGARY	194	EUR	**HONGRIE**
ICELAND	263	EUR	**ISLANDE**
IRELAND	236	EUR	**IRLANDE**
ISRAEL	285	EUR	**ISRAËL**
ITALY	232	EUR	**ITALIE**
JAPAN	42 471	JPY	**JAPON**
KOREA	290 037	KRW	**CORÉE**

DAILY RATES OF SUBSISTENCE ALLOWANCE
TAUX DES INDEMNITÉS JOURNALIÈRES DE SUBSISTANCE
(Member states of the Co-ordinated Organisations / États membres des Organisations coordonnées)

01.01.2024 – 31.12.2026

		AMOUNTS MONTANTS	CURRENCY MONNAIE		
LATVIA		175	EUR	**LETTONIE**	
LIECHTENSTEIN		252	CHF	**LIECHTENSTEIN**	
LITHUANIA		180	EUR	**LITUANIE**	
LUXEMBOURG		*273*	EUR	**LUXEMBOURG**	
MALTA		181	EUR	**MALTE**	
MEXICO		247	EUR	**MEXIQUE**	
MOLDOVA		160	EUR	**MOLDOVA**	
MONACO		277	EUR	**MONACO**	
MONTENEGRO		155	EUR	**MONTÉNÉGRO**	
NETHERLANDS		227	EUR	**PAYS-BAS**	
NEW ZEALAND		387	NZD	**NOUVELLE-ZÉLANDE**	
NORTH MACEDONIA		149	EUR	**MACÉDOINE DU NORD**	
NORWAY		2 890	NOK	**NORVÈGE**	
POLAND		186	EUR	**POLOGNE**	
PORTUGAL		203	EUR	**PORTUGAL**	
ROMANIA		193	EUR	**ROUMANIE**	
SAN MARINO		171	EUR	**SAINT-MARIN**	
SERBIA		181	EUR	**SERBIE**	
SLOVAK REPUBLIC		185	EUR	**RÉPUBLIQUE SLOVAQUE**	
SLOVENIA		196	EUR	**SLOVÉNIE**	
SPAIN		213	EUR	**ESPAGNE**	
SWEDEN		2 960	SEK	**SUÈDE**	
SWITZERLAND		301	CHF	**SUISSE**	
TÜRKIYE		175	EUR	**TÜRKIYE**	
UKRAINE		214	EUR	**UKRAINE**	
UNITED KINGDOM	London	262	GBP	Londres	**ROYAUME-UNI**
	Others	216	GBP	Autres	
UNITED STATES	Washington	371	USD	Washington	**ÉTATS-UNIS**
	New York	466	USD	New York	
	Others	353	USD	Autres	

DAILY RATES OF SUBSISTENCE ALLOWANCE
TAUX DES INDEMNITÉS JOURNALIÈRES DE SUBSISTANCE
(Other mission destinations / Autres destinations de missions)

01.01.2024 – 31.12.2026

	AMOUNTS MONTANTS (Euros)	
AFGHANISTAN	198	AFGHANISTAN
ALGERIA	206	ALGÉRIE
AMERICAN SAMOA	245	SAMOA AMÉRICAINES
ANGOLA	302	ANGOLA
ANGUILLA	337	ANGUILLA
ANTIGUA AND BARBUDA	302	ANTIGUA-ET-BARBUDA
ARGENTINA	195	ARGENTINE
ARUBA	254	ARUBA
BAHAMAS	288	BAHAMAS
BAHRAIN	270	BAHREÏN
BANGLADESH	231	BANGLADESH
BARBADOS	327	BARBADE
BELARUS	184	BÉLARUS
BELIZE	210	BELIZE
BENIN	160	BÉNIN
BERMUDA	333	BERMUDES
BHUTAN	243	BHOUTAN
BOLIVIA	151	BOLIVIE
BONAIRE	265	BONAIRE
BOTSWANA	165	BOTSWANA
BRAZIL	191	BRÉSIL
BRITISH VIRGIN ISLANDS	280	ÎLES VIERGES BRITANNIQUES
BRUNEI DARUSSALAM	167	BRUNEI DARUSSALAM
BURKINA FASO	221	BURKINA FASO
BURUNDI	187	BURUNDI
CABO VERDE	158	CABO VERDE
CAMBODIA	221	CAMBODGE
CAMEROON	200	CAMEROUN
CAYMAN ISLANDS	286	ÎLES CAÏMANES
CENTRAL AFRICAN REPUBLIC	176	RÉPUBLIQUE CENTRAFRICAINE
CHAD	181	TCHAD
CHINA (PEOPLE'S REPUBLIC OF)	227	CHINE (RÉP. POPULAIRE DE)
COMOROS	188	COMORES
CONGO	261	CONGO
COOK ISLANDS	276	ÎLES COOK
CÔTE D'IVOIRE	202	CÔTE D'IVOIRE
CUBA	215	CUBA
CURAÇAO	234	CURAÇAO
DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA	208	RÉPUBLIQUE POPULAIRE DÉMOCRATIQUE DE CORÉE
DDEMOCRATIC REPUBLIC OF THE CONGO	264	RÉPUBLIQUE DÉMOCRATIQUE DU CONGO
DJIBOUTI	302	DJIBOUTI
DOMINICA	307	DOMINIQUE
DOMINICAN REPUBLIC	180	DOMINIQUE

	AMOUNTS MONTANTS (Euros)	
ECUADOR	186	ÉQUATEUR
EGYPT	208	ÉGYPTE
EL SALVADOR	187	EL SALVADOR
EQUATORIAL GUINEA	247	GUINÉE ÉQUATORIALE
ERITREA	165	ÉRYTHRÉE
ESWATINI	149	ESWATINI
ETHIOPIA	234	ÉTHIOPIE
FIJI	234	FIDJI
FRENCH GUIANA	269	GUYANE FRANÇAISE
FRENCH POLYNESIA	279	POLYNÉSIE FRANÇAISE
GABON	258	GABON
GAMBIA	196	GAMBIE
GHANA	257	GHANA
GIBRALTAR	185	GIBRALTAR
GREENLAND	258	GROENLAND
GRENADA	262	GRENADE
GUADELOUPE	258	GUADELOUPE
GUAM	228	GUAM
GUATEMALA	182	GUATEMALA
GUINEA	218	GUINÉE
GUINEA-BISSAU	154	GUINÉE-BISSAU
GUYANA	273	GUYANA
HAITI	206	HAÏTI
HONDURAS	181	HONDURAS
HONG KONG (CHINA)	268	HONG KONG (CHINE)
INDIA	212	INDE
INDONESIA	202	INDONÉSIE
IRAN	157	IRAN
IRAQ	260	IRAQ
JAMAICA	227	JAMAÏQUE
JORDAN	192	JORDANIE
KAZAKHSTAN	206	KAZAKHSTAN
KENYA	226	KENYA
KIRIBATI	139	KIRIBATI
KOSOVO	142	KOSOVO
KUWAIT	318	KOWEÏT
KYRGYZSTAN	168	KIRGHIZISTAN
LAO PEOPLE'S DEMOCRATIC REPUBLIC	164	RÉPUBLIQUE DÉMOCRATIQUE POPULAIRE LAO
LEBANON	251	LIBAN
LESOTHO	159	LESOTHO
LIBERIA	226	LIBÉRIA
LIBYA	230	LIBYE
MACAU (CHINA)	255	MACAO (CHINE)

DAILY RATES OF SUBSISTENCE ALLOWANCE
TAUX DES INDEMNITÉS JOURNALIÈRES DESUBSISTANCE
(Other mission destinations / Autres destinations de missions)

01.01.2024 – 31.12.2026

	AMOUNTS MONTANTS *(Euros)*	
MADAGASCAR	185	MADAGASCAR
MALAWI	183	MALAWI
MALAYSIA	145	MALAISIE
MALDIVES	321	MALDIVES
MALI	203	MALI
MARSHALL ISLANDS	221	ÎLES MARSHALL
MARTINIQUE	259	MARTINIQUE
MAURITANIA	148	MAURITANIE
MAURITIUS	211	MAURICE
MICRONESIA	185	MICRONÉSIE
MONGOLIA	149	MONGOLIE
MONTSERRAT	193	MONTSERRAT
MOROCCO	203	MAROC
MOZAMBIQUE	202	MOZAMBIQUE
MYANMAR	190	MYANMAR
NAMIBIA	151	NAMIBIE
NAURU	210	NAURU
NEPAL	212	NÉPAL
NEW CALEDONIA	255	NOUVELLE-CALÉDONIE
NICARAGUA	168	NICARAGUA
NIGER	174	NIGER
NIGERIA	230	NIGÉRIA
NIUE	183	NIUE
NORTHERN MARIANA ISLANDS	215	ÎLES MARIANNES DU NORD
OMAN	229	OMAN
PAKISTAN	210	PAKISTAN
PALAU	262	PALAOS
PALESTINIAN AUTHORITY	198	AUTORITÉ PALESTINIENNE
PANAMA	166	PANAMA
PAPUA NEW GUINEA	244	PAPOUASIE-NOUVELLE-GUINÉE
PARAGUAY	154	PARAGUAY
PERU	208	PÉROU
PHILIPPINES	181	PHILIPPINES
PUERTO RICO	254	PORTO RICO
QATAR	264	QATAR
REUNION	251	LA RÉUNION
RUSSIA	264	RUSSIE
RWANDA	195	RWANDA
SABA	228	SABA
SAINT EUSTATIUS	228	SAINT-EUSTACHE
SAINT KITTS AND NEVIS	286	SAINT-KITTS-ET-NEVIS
SAINT LUCIA	291	SAINTE-LUCIE

	AMOUNTS MONTANTS *(Euros)*	
SAINT MARTIN	259	SAINT MARTIN
SAINT VINCENT AND THE GRENADINES	228	SAINT-VINCENT-ET-LES- GRENADINES
SAMOA	223	SAMOA
SAO TOME AND PRINCIPE	203	SAO TOMÉ-ET-PRINCIPE
SAUDI ARABIA	257	ARABIE SAOUDITE
SENEGAL	213	SÉNÉGAL
SEYCHELLES	261	SEYCHELLES
SIERRA LEONE	247	SIERRA LEONE
SINGAPORE	278	SINGAPOUR
SOLOMON ISLANDS	279	ÎLES SALOMON
SOMALIA	180	SOMALIE
SOUTH AFRICA	147	AFRIQUE DU SUD
SOUTH SUDAN	210	SOUDAN DU SUD
SRI LANKA	145	SRI LANKA
SUDAN	199	SOUDAN
SURINAME	200	SURINAME
SYRIAN ARAB REPUBLIC	216	RÉPUBLIQUE ARABE SYRIENNE
CHINESE TAIPEI	210	TAIPEI CHINOIS
TAJIKISTAN	171	TADJIKISTAN
TANZANIA	176	TANZANIE
THAILAND	177	THAÏLANDE
TIMOR-LESTE	191	TIMOR-LESTE
TOGO	200	TOGO
TOKELAU	130	TOKÉLAOU
TONGA	190	TONGA
TRINIDAD AND TOBAGO	254	TRINITÉ-ET-TOBAGO
TUNISIA	151	TUNISIE
TURKMENISTAN	195	TURKMÉNISTAN
TURKS AND CAICOS ISLANDS	356	ÎLES TURQUES ET CAÏQUES
TUVALU	166	TUVALU
UGANDA	243	OUGANDA
UNITED ARAB EMIRATES	282	ÉMIRATS ARABES UNIS
UNITED STATES VIRGIN ISLANDS	358	ÎLES VIERGES DES ÉTATS-UNIS
URUGUAY	158	URUGUAY
UZBEKISTAN	182	OUZBÉKISTAN
VANUATU	260	VANUATU
VENEZUELA	176	VENEZUELA
VIET NAM	162	VIET NAM
WALLIS AND FUTUNA	202	WALLIS-ET-FUTUNA
YEMEN	197	YÉMEN
ZAMBIA	221	ZAMBIE
ZIMBABWE	193	ZIMBABWE

Instruction

117/3.9.1 *Save in exceptional circumstances, the daily subsistence allowance provided for in Rule 17/3.9 shall be paid by bank transfer, in the currency and into a bank account used for the official's payroll transfers. The conversion between the currency applicable to the daily subsistence allowance and the payroll currency shall be calculated using the Organisation's exchange rate on the day of submission of the mission order to the Finance Service. The allowance takes the form of a fixed sum, calculated for various destinations, on the basis of the following breakdown:*

- *50% accommodation*
- *15% : lunch*
- *15% : dinner*
- *20% : miscellaneous*

No supporting voucher shall be required for the daily subsistence allowance except hotel invoices for accommodation.

Last update: December 2005

Rules

17/3.10 Where an official travels on duty in a country other than one of those appearing in the table on the preceding page (*), he/she shall be entitled to a daily subsistence allowance equivalent to the standard rate applying to the United Nations International Staff.

(*) ***See Table under Rule 17/3.9***

Last update: April 2006

17/3.11 The number of days spent on mission shall be calculated in periods of 24 hours from the hour of departure of the official to the hour of his/her return, it being understood that, in the case of a journey by train or boat, the mission shall begin one hour before the time of departure of the train or boat and, in the case of a journey by air, one hour and a half before the time of take-off. Likewise, such missions shall end respectively one hour after the time of arrival in the station or port and one hour and a half after landing at the airport.

17/3.12

a) No subsistence allowance shall be payable for periods of less than 4 hours;

b) where the period of duty is 4 hours or more but less than 8 hours, the officials shall be entitled to one quarter of the daily allowance. The officials shall likewise be entitled to one quarter of the daily allowance in respect of any period of 4 hours or more and less than 8 hours in excess of any complete period of 24 hours;

c) where the period of duty is 8 hours or more without hotel accommodation, the officials shall be entitled to one half of the daily allowance. The officials shall likewise be entitled to one half of the daily allowance in respect of any period of 8 hours or more but less than 24 hours in excess of any complete period of 24 hours;

d) where the period of duty is 8 hours or more, but less than 24 hours, with hotel accommodation, the officials shall be entitled to the full daily allowance.

17/3.13 This Rule has been rescinded and replaced by the new Staff Rule 17/3.17 bis below.

Last update: January 2015

17/3.14 The allowances specified in Rule 17/3.9 shall be reduced as follows:

a) in proportions to be determined by the Secretary-General in each case where the official travelling on duty receives hospitality from the Government or any other authority of the country visited;

b) by 15 per cent for each main meal and by 50 per cent for overnight accommodation provided in the fare where the Organisation pays fares for duty travel and those fares include provision for meals or

overnight accommodation, and by 50 per cent for overnight accommodation when officials cannot produce an hotel receipt.

Last update: December 2005

17/3.15 The allowances specified in Rule 17/3.9 shall be deemed to cover all the expenses liable to be incurred by an official traveling on duty, except expenses of the nature mentioned hereunder, for which additional reimbursement may be claimed:

a) postal, telegraphic, internet access and use, as well as long-distance telephone expenses incurred for official purposes;

b) entertainment expenses incurred by an official especially authorised by the Secretary-General;

c) exceptional and unforeseen expenses incurred under force majeure in the interest of the Organisation and resulting in disbursement out of reasonable proportion to the allowance provided.

Last update: January 2015

17/3.16 If under certain circumstances the expenditures for accommodation (bed, breakfast and taxes) exceed 60 per cent of the daily subsistence allowance, the Secretary-General has the discretion to reimburse the excess amount partially or totally on presentation of vouchers and sufficient proof that the additional expenditures were unavoidable. This reimbursement should normally not exceed 30 per cent of the daily subsistence allowance.

17/3.17 Special provision shall be made for travelling on duty entailing an absence of more than two months.

Travel by Private Car: Kilometric Allowance

17/3.17bis

a) Officials authorised to use a private car, while travelling on duty on behalf of the Organisation, shall receive a kilometric allowance.

b) The kilometric allowance shall be calculated on the basis of the shortest usual route and at the rate applying in the duty station country of the officials receiving the allowance irrespective of the country(ies) where the travel takes place. If the shortest usual route followed involves special charges (such as tolls, etc.), such charges shall be reimbursed to the officials upon submission of receipts. The rate of the allowance is indicated in the following table.

c) Officials authorised to use a private car, for personal convenience, while travelling on duty on behalf of the Organisation shall not receive any daily subsistence allowance for any period exceeding the length of the journey corresponding to the use of the mode of transport on which the payment for travel expenses is based and any such period shall be deducted from the officials' annual leave.

d) Officials authorised to use a private car and to carry other officials, while travelling on duty on behalf of the Organisation, shall receive a supplement to the kilometric allowance equal to 10 % of the rate of the kilometric allowance for the first passenger, and 8% of the rate of the kilometric allowance for each additional passenger.

e) The total payment to officials authorised to use a private car while travelling on duty on behalf of the Organisation shall in no case exceed the cost which would otherwise have been incurred for the travel.

Last update: January 2015

Terminal Charges

Instructions

117/3.17.1 *Terminal travel expenses incurred between the initial point of departure and the airport or railway station of departure and between the airport or railway station of the final destination and the point of destination shall be reimbursed either on the basis of:*

i) *A flat-rate of 55 euros for each journey, or*

ii) *Reasonable actual costs.*

117/3.17.2 *Directors shall determine the reimbursement method. Only one reimbursement option may be chosen for each mission.*

117/3.17.3 *If the "actual cost" reimbursement option is chosen, officials shall provide all supporting vouchers related to terminal charges.*

Last update: December 2005

Other Items

Instructions

117/3.17.4 *Expenditure related to the items below is not covered by the daily subsistence allowance and shall be reimbursed on the basis of supporting vouchers:*

i) *Vaccinations required or recommended for the country of destination;*

ii) *Passport for officials, whose basic salary is less than the basic salary of an official of grade B3 step 1, if they do not hold a valid passport at the time of the mission;*

iii) *Visas required for the country of destination;*

iv) *Seat reservations, if not covered in the cost of the ticket;*

v) *Excess luggage for the transport of documents or equipment required for official purposes.*

117/3.17.5 *Expenditure related to the items below is reimbursed on the basis of supporting vouchers provided that the director concerned has approved the expenditure:*

i) *Photocopying and reproduction of official documents;*

ii) *Interpretation and translation;*

iii) *Excess luggage for personal items in case of travel over extended periods of time;*

iv) *Reception cost;*

v) *Significant foreign currency commissions.*

vi) *Such other item of expenditure which is directly related to the mission.*

Last update: December 2005

Travel Advances and Credit Cards

Instructions

117/3.17.6 *The Organisation shall either make available to officials an advance of the daily subsistence allowance prior to departure by means of a travel advance or arrange for a business credit card, linked to a personal account, to be delivered to the official concerned (hereinafter referred to as the "OECD credit card for missions").*

117/3.17.7 *Officials based in Paris and holding a French bank account who travel often may, on their demand and with the authorisation of their directorate, be provided with an OECD credit card for missions. The use of such credit card and the charging of expenses thereon shall be governed by the instructions and operating features for the use of the OECD credit card for missions.*

117/3.17.8 *The conditions of payment of the travel advance shall be the same as those applicable to the payment of the daily subsistence allowance.*

Last update: December 2005

Transportation - Mode & Class of Travel

Instructions

117/3.17.9 *The normal mode of travel shall be:*

i) By air to the airport closest to the destination, where there is a direct air service;

ii) By train in other cases, as well as for journeys between the airport closest to the destination and the destination.

However, directors may authorise the use of other appropriate means of transportation when this is the most cost-effective, taking into account safety, time and convenience for the officials concerned. Transportation or additional stopover costs to locations that officials may wish to visit for personal reasons in conjunction with a mission are at the expense of the official concerned.

117/3.17.10 *Directors shall determine class of travel taking into account the duration of the journey, the length of the mission, the time difference and other elements that may influence the conditions of travel.*

Last update: December 2005

Travel by Taxi or Private Car

Instructions

117/3.17.11 *Officials authorised in the interests of the Organisation by the director concerned to undertake a journey by taxi or public transport in the area of the permanent duty station shall be entitled to reimbursement of the expenses actually incurred.*

117/3.17.12 *The use of a private vehicle for travel on mission or local journeys shall be authorised only in exceptional cases where such mode of transport is indispensable. The Organisation does not provide insurance for the vehicle or third party liability connected with the use of a private vehicle. Officials so authorised to use their private vehicle shall ensure that their insurance legally covers the relevant use in respect of damage to the vehicle and of a third party liability. Officials shall have no claim against the Organisation in respect of any damage caused to their vehicles, its contents or in respect of damages paid to a third party.*

117/3.17.13 *For travel outside the duty station, officials providing a personal vehicle shall be paid a kilometric allowance, for a direct journey, at the rates indicated in the table below.*

Last update: January 2015

AMOUNTS OF THE KILOMETRIC ALLOWANCE
MONTANTS DE L'INDEMNITE KILOMETRIQUE
01.01.2015
Amounts frozen until further notice / Montants gelés jusqu'à nouvel ordre

	AMOUNTS MONTANTS	CURRENCY MONNAIE	
AUSTRALIA	0.70	AUD	**AUSTRALIE**
AUSTRIA	0.52	EUR	**AUTRICHE**
BELGIUM	0.50	EUR	**BELGIQUE**
CANADA	0.60	CAD	**CANADA**
DENMARK	5.22	DKK	**DANEMARK**
FINLAND	0.56	EUR	**FINLANDE**
FRANCE	0.52	EUR	**FRANCE**
GERMANY	0.45	EUR	**ALLEMAGNE**
GREECE	0.46	EUR	**GRÈCE**
HUNGARY	122.00	HUF	**HONGRIE**
ICELAND	88.80	ISK	**ISLANDE**
IRELAND	0.50	EUR	**IRLANDE**
ITALY	0.64	EUR	**ITALIE**
JAPAN	51.00	JPY	**JAPON**
KOREA	660.00	KRW	**CORÉE**
LUXEMBURG	0.50	EUR	**LUXEMBOURG**
MEXICO	6.91	MXN	**MEXIQUE**
NETHERLANDS	0.57	EUR	**PAYS-BAS**
NEW ZEALAND	0.87	NZD	**NOUVELLE-ZÉLANDE**
NORWAY	5.87	NOK	**NORVÈGE**
POLAND	1.64	PLN	**POLOGNE**
PORTUGAL	0.53	EUR	**PORTUGAL**
SPAIN	0.49	EUR	**ESPAGNE**
SWEDEN	4.89	SEK	**SUÈDE**
SWITZERLAND	0.67	CHF	**SUISSE**
TURKIYE	1.25	TRY	**TURQUIE**
UNITED KINGDOM	0.41	GBP	**ROYAUME-UNI**
UNITED STATES	0.39	USD	**ÉTATS-UNIS**

117/3.17.14 *Special provision for missions of more than 2 months shall be taken by the Head of Human Resource Management according to the specific circumstances.*

Last update: January 2006

Purchase of travel ticket and supporting voucher

Instructions

117/3.17.15 *On return from mission, officials shall provide the following documentation to their directorate:*

a) Where transportation was purchased through the designated travel agency of the Organisation:

i) Paid hotel invoices

ii) Mission report provided for under the Financial Instructions

b) Where transportation was not purchased through the designated travel agency of the Organisation (ticket purchased via internet):

i) Proof of an e-ticket confirmation of the purchase of the ticket ;

ii) Paid hotel invoices;

iii) Mission report provided for under the Financial Instructions.

Last update: December 2005

Repatriation costs in case of death whilst on mission

Instructions

117/3.17.16 *In the event of death of an official during a mission, the Organisation shall reimburse the cost of transport of his or her remains.*

Section XI - Limitations of Reimbursements

Rules

17/3.18 An official shall not be entitled to the reimbursements provided for in Rules 17/3.1 to 17/3.17 if the expenses actually incurred are reimbursed by a Government or by any other authority, or if such expenses can be met by virtue of a right acquired by the official before his/her appointment.

17/3.19 Travel and removal expenses incurred by an official when leaving the service of the Organisation shall only be reimbursed up to an amount equal to the cost of the official's return to the place where he/she resided before taking up duty with the Organisation.

Instruction

117/3.19.1 *For the purposes of Rule 17/3.19, an official who receives an expatriation allowance but was not residing at his/her home at the time of his/her appointment may, by agreement with the Executive Director, be entitled to the reimbursement of travel and removal expenses to his/her home.*

Rules

17/3.20 The reimbursement of travel and removal expenses incurred on leaving the service of the Organisation may be refused in whole or in part if an official resigns before completing 12 months' service.

17/3.21 The provisions of Rules 17/3.1 and 17/3.6 apply if the appointment of an official is terminated as a result of his/her death.

Instruction

117/3.21.1 *The Organisation shall reimburse the cost of the transport of the remains of an official whose appointment is terminated as a result of his death, from the place of his/her death to his/her home, or to some other place. In this second case, the amount reimbursed, however, shall not exceed the cost of transport from the place of the official's permanent duty station or of mission to the place of the official's residence before taking up duty. Reasonable expenses for the preparation of the remains shall also be reimbursed.*

Last update: December 2005

CHAPTER IV - ADVANCES, LOANS AND FINANCIAL ASSISTANCE

Section I – Advances

Rule

17/4.1 An official may be granted advances on his/her emoluments up to one half of his total emoluments for the current month.

Instruction

117/4.1 *Advances on monthly emoluments may only be granted a maximum of three times during any twelve-month period. The amount advanced shall be deducted by the Finance Service from the emoluments payable for the current month. Requests for advances should be made to those Services no later than 12 noon on the 10th of the month (or the preceding working day).*

Last update: 1 January 2002

Section II - Loans

Rules

17/4.2 Subject to the provisions of this Rule and to conditions laid down by the Secretary- General, an official may, on furnishing satisfactory security, be granted interest-bearing loans.

17/4.2.1 On duly justified grounds, the Secretary-General may grant loans up to the amount of four months' emoluments repayable within a period not exceeding 24 months.

17/4.2.2 An official may be granted interest-bearing loans repayable within a period not exceeding ten years where he/she requires financial assistance to purchase a dwelling for use as his/her personal residence or to make substantial structural alterations to such a dwelling.

Last update: January 96

Instructions

117/4.2.3 *The Executive Director may authorise loans at his/her discretion. The rate of interest shall vary throughout the period of refund in relation to the financial market situation. The rate of interest is revised each year on 1st June and 1st December by the Head of the Finance Service who shall inform the staff by office circular.*

Last update: November 2000

117/4.2.4 *The part of the loan which is guaranteed by the amounts to which the borrower is entitled under Article 11 of the Pension Scheme Rules applicable to the official concerned (Annex X, X bis, or X ter to the Staff Regulations) must be repaid before the borrower has completed the minimum length of service required for pension entitlement under Article 7 of the applicable Pension Scheme Rules. Loans are repaid by deductions from monthly emoluments. The borrower may repay the loan at a date earlier than that initially fixed, if he wishes. Where the appointment of a borrower is terminated for any reason, the balance outstanding shall be deducted by the Finance Service from the emoluments or benefits due to the official or to the official's duly- qualified representatives. If an official is to be placed on non-active status for reasons of military service or for personal reasons and the Secretary-General considers that the official's loan will as a consequence no longer be satisfactorily guaranteed, the official shall reimburse the loan or that part of it as shall be determined by the Secretary-General before the beginning of his/her non- active status.*

Last update: July 2025

117/4.2.5 *The amount of any loans made to officials under Staff Rule 17/4.2 shall not exceed the sum of:*

iv) the amounts to which they are entitled under Article 11 of the Pension Scheme Rules applicable to them; and

v) the officials' emoluments for the period of notice applicable to them pursuant to Staff Regulation 11 d) or Staff Regulation 11bis d) where applicable.

In addition, any loan granted under Staff Rule 17/4.2.2 shall not exceed the amount of the officials' emoluments for ten months.

Last update: July 2025

117/4.2.6 *A dwelling for use by an official as his/her personal residence, for the application of Rule 17/4.2.2 of the Staff Rules, is defined as a dwelling the title-deed or lease of which is drawn up in the name of the official and the tenure of which is held by himself/herself, his/her spouse or his/her dependant, as defined in the Staff Rules.*

117/4.2.7 *An official who requests a loan under the provisions of Rule 17/4.2.2 of the Staff Rules must produce all necessary documents to prove that the conditions provided for in this rule have been met.*

117/4.2.8 *The Secretary-General may, in exceptional circumstances, authorise an official to suspend*

reimbursements of a loan which has been granted to him/her under the provisions of Rule 17/4.2.1 or 17/4.2.2 of the Staff Rules. This authorisation does not alter the final repayment date, determined when the loan was granted to the official.

Section III - Financial Assistance

Rule

17/4.3 Special financial assistance in the form of a grant or loan without interest, subject to conditions laid down by the Secretary-General, may be given to an official in financial distress arising out of an accident, serious or prolonged illness, or family difficulties. Such loans, of a maximum amount of 1 143.37 EUR shall be repayable within a period not exceeding 24 months.

Instructions

117/4.3 *Requests for financial assistance in the form of grants or interest-free loans should be made by memorandum addressed to a Welfare Officer. They shall be treated as confidential.*

117/4.3.1 *The Head of Human Resource Management may authorise grants at his/her discretion and interest-free loans in accordance with the Financial Rules.*

Last update: January 96

Section IV - Currency Advances

Rules

17/5 Where an official is travelling on duty, he/she may be granted an advance of up to 50 per cent of his/her emoluments for the period of his/her absence, in the currencies of the countries in which he/she will be travelling.

Section V - Entertainment Allowance

Rule

17/6 Officials designated by the Secretary-General shall be entitled to claim the reimbursement of expenses actually incurred for entertainment.

CHAPTER V - INDEMNITY FOR LOSS OF EMPLOYMENT

[In accordance with the decision of the Council of 6 March 2001, the provisions marked by an asterisk shall be prolonged until 27 February 2002. Should these rules later be changed, none of the provisions ceasing to be applicable shall give rise to acquired rights.]

PROVISIONS APPLICABLE TO OFFICIALS APPOINTED BEFORE 01.07.2025

Rules

17/7 Officials shall be entitled to an indemnity for loss of employment:

a) where their appointments end for the following reasons:

i) their functions are suppressed [Regulation 11 b) iv) and v];

ii) their skills are no longer required or have become obsolete and no longer serve the needs of the Organisation [Regulation 11 b) vi)];

iii) they refused to be reassigned to other functions [Regulation 11 b) vii)];

iv) they refused to be transferred to the new duty station of their work unit [Regulation 11 b) viii)], unless their letter of appointment provided for the possibility of their work unit being transferred to another duty station;

v) the country of which they are a national ceases to be a Member of the Organisation [Regulation 11 b) xi)];

vi) mutual consent [Regulation 11 c)]; or

b) where their appointments are not renewed, except for reasons of discipline or for unsatisfactory service, if they have served not less than six consecutive years with one or more of the co-ordinated organisations specified in Rule 17/7.1.

Last update: July 2025

17/7.1 Notwithstanding the provisions of Rule 17/7, the indemnity for loss of employment shall not be paid to officials:

a) who have been offered other functions in the same grade, or comparable functions with the same or higher salary in the Organisation;

b) who have been assigned to functions carrying comparable remuneration in the Council of Europe, the European Organisation for the Exploitation of Meteorological Satellites, the European Centre for Medium-Range Weather Forecasts, the European Space Agency, the North Atlantic Treaty Organisation or the Western European Union;

c) whose appointment is terminated pursuant to Regulation 11 b) viii) if the official's letter of appointment provided for the possibility of their work unit being transferred to another duty station;

d) who, on the date their appointment ends, have the right to be reintegrated by their previous employer.

17/7.2 Officials appointed for a fixed term[25] whose appointment is terminated and who have not served for six consecutive years with one or more of the co-ordinated organisations specified in Rule 17/7.1. shall be entitled to an indemnity for loss of employment, the amount of which shall be equal to one half of their monthly emoluments multiplied by the number of months remaining up to the expiry of the term of their appointment, provided that it shall in no case exceed:

- five months' emoluments in the case of an appointment for three years or less;

[25] For the purpose of rule 17/7.2, "fixed-term" shall be understood as including "executive appointments" pursuant to Regulation 9bis d).

- eight months' emoluments in the case of an appointment for four years or for any term between three years and four years;
- ten months' emoluments in the case of an appointment for more than four years.

Last update: July 2025

17/7.3 Officials appointed for an open-ended term, or for a fixed term[26] who have served not less than six consecutive years with one or more of the co-ordinated organisations specified in Staff Rule 17/7.1., shall be entitled to an indemnity for loss of employment, the amount of which shall be one month's emoluments for each year of service from the date they joined any of these organisations.

Last Update: July 2025

However, the amount of indemnity so calculated shall be subject to a ceiling which is set at eighteen months.

Furthermore, the amount of indemnity shall not represent a number of months, or fractions of months in excess of the period which the official would still have to serve before reaching the age limit of 67 specified in Regulation 13.

Finally, such indemnity, when added to the total pension to be received on account of the Pension Scheme until the age of 67 and to the payment instead of notice, shall not amount to more than the emoluments the officials would have received had they remained in employment with the Organisation in their last grade and step until such age.

Instruction

117/7.3.0 *The age referred to in Staff Rule 17/7.3 shall be 65 for those officials whose age limit of service is 65 pursuant to Staff Regulation 13 and its related instructions.*

Last update: July 2024

Rule

17/7.3.0 For officials on indefinite term appointments at 16th July 1999 or who, at that date, had served for not less than ten consecutive years in one or more of the co-ordinated organisations specified in Rule 17/7.1, the ceiling applicable to the loss of employment indemnity under 17/7.3 is twenty-four months.

Last update: October 99

17/7.3.1 For the purposes of Rule 17/7.3, in calculating the indemnity, no account shall be taken of any years of service:

a) in respect of which any indemnity for loss of employment has already been paid;

b) preceding an interruption of the service with one or more of the organisations specified in Rule 17/7.1

c) in respect of which the appointment was terminated for disciplinary reasons.

17/7.3.2 Officials holding an open-ended appointment when they are promoted on an executive appointment shall remain entitled to the indemnity for loss of employment and notice period applicable to them prior to their executive appointment.

Last update: July 2025

17/7.3.3 In the case of termination under Regulation 11 c), the Secretary-General may pay an indemnity to an official who waives all claims against the Organisation. The Secretary-General shall fix the amount of such an indemnity, which shall not exceed the ceilings stipulated in Rules 17/7.2, 17/7.3 and 17/7.3 bis.

[26] For the purpose of rule 17/7.3, "fixed-term" shall be understood as including "executive appointments" pursuant to Regulation 9bis d).

Instruction

117/7.3.3.1 *For officials other than executive or senior executive officials, the Head of Human Resource Management shall have the authority to set the amount of the indemnity referred to in Rule 17/7.3.3.*

Last update: July 2025

Rule

17/7.4 For the purposes of Rule 17/7, the emoluments to be taken into account for determining the amount of the indemnity shall be:

a) the salary specified in Regulation 15,

b) any family allowances,

c) the handicapped child allowance or the supplement for disabled or severely disabled child,

to which the official is entitled at the effective date of the termination of his/her appointment.

Last update: July 2025

Instruction

117/7.4.1 *The indemnities payable under Rule 17/7 shall be calculated on a pro rata basis to reflect periods of part-time work.*

Last update: July 2025

Rule

17/7.5

a) The indemnity for loss of employment shall be paid to the official in full on the effective date of termination of his/her appointment.

b) [*] When the official is placed on special leave, his/her entitlement on account of indemnity for loss of employment is determined as provided in an Annex to these Regulations.

c) The indemnity for loss of employment and payment instead of notice shall be reimbursed to the Organisation if the former official is accorded an invalidity pension under the Pension scheme, or for a former official affiliated to the Provident Fund, if he/she receives an invalidity annuity under Rule 17/1.10 b). The Organisation may deduct from the invalidity pension or annuity the amounts paid on account of indemnity for loss of employment and of payment instead of notice.

d) [*] Any special leave instalments must be reimbursed to the Organisation if the official concerned is accorded an invalidity pension or annuity in respect of his/her service prior to the beginning of special leave. The Organisation may deduct from the invalidity pension or annuity the amounts paid on account of special leave instalments.

e) When an official whose appointment has been terminated is appointed to a new post in the Organisation or in another co- ordinated organisation mentioned in Rule 17/7.1, he/she shall reimburse the difference, if any, between the emoluments he/she would have received had his/her appointment not been terminated, and the amount of indemnity for loss of employment and of payment in lieu of notice which he/she has received.

Last update: April 2000

PROVISIONS APPLICABLE TO OFFICIALS APPOINTED ON OR AFTER 01.07.2025

Rules

Eligibility

17/7bis Officials shall be entitled to an indemnity for loss of employment when their appointments end for the following reasons:

a) their executive appointments expire when or after they have reached three years of active service [Regulation 11bis a) i)];

b) their functions are suppressed [Regulation 11bis b) iv) and v];

c) their skills are no longer required or have become obsolete and no longer serve the needs of the Organisation [Regulation 11bis b) vi)];

d) they refused to be transferred to the new duty station of their work unit [Regulation 11bis b) viii)], unless their letter of appointment provided for the possibility of their work unit being transferred to another duty station; or

e) they are incapacitated for service or cannot be reinstated at the end of a period of non-activity [Regulation 11bis b) ix)]; or

f) the country of which they are a national ceases to be a Member of the Organisation [Regulation 11bis b) xi)].

17/7.1bis Officials shall not be entitled to an indemnity for loss of employment in the following cases:

a) their fixed-term appointments expire;

b) their executive appointments expire before they have reached three years of active service;

c) their appointments are terminated for unsuccessful probationary period [Regulation 11bis b) i)];

d) their appointments are terminated for disciplinary reasons [Regulation 11bis b) ii)];

e) their appointments are terminated for unsatisfactory performance [Regulation 11bis b) iii)];

f) they refused to be reassigned to other functions corresponding to their qualifications and experience, at the same category or job family and grade [Regulation 11bis b) vii)];

g) their appointments end upon reaching the age limit, upon resignation, in case of abandonment of functions or in case of death [Regulation 11bis a) ii), iii), iv) and v)];

h) they have the right to be reintegrated by their previous employer on the date their appointments end; or

i) upon the end of their appointments, they are appointed to functions carrying comparable remuneration in one of the Co-ordinated Organisations[27].

17/7.2bis For the purposes of calculating the period of active service giving right to the indemnity for loss of employment, no account shall be taken of any period:

a) of service in respect of which any indemnity for loss of employment has already been paid;

b) of employment by the Organisation in any capacity other than as an official;

c) of secondment to another institution under Regulation 10bis;

d) on long-term unpaid training leave under Regulation 20 l);

e) on non-active status under Regulation 14.

Amount of indemnity

17/7.3bis For officials on open-ended appointments, the loss of employment indemnity shall be equal to:

[27] The Council of Europe, the European Organisation for the Exploitation of Meteorological Satellites, the European Centre for Medium-Range Weather Forecasts, the European Space Agency, or the North Atlantic Treaty Organisation

a) one month's basic salary for each full year of active service, calculated on a pro rata temporis basis, subject to a ceiling of nine months' basic salary, provided they have at least three years of active service; or

b) one half of the official's monthly basic salary for each full year of active service, calculated on a pro rata temporis basis, if they have less than three years of active service.

17/7.4bis For officials on fixed-term appointments, the loss of employment indemnity shall be equal to one half of the official's monthly emoluments multiplied by the number of months remaining until the expiry of their appointments subject to a ceiling of five months' emoluments.

17/7.5bis For officials on executive appointments, the loss of employment indemnity shall be equal to:

a) one month's basic salary for each full year of active service, calculated on a pro-rata temporis basis, subject to a ceiling of nine months' basic salary, provided they have at least three years of active service; or

b) one half of the officials' monthly emoluments multiplied by the number of months remaining until the expiry of their appointments subject to a ceiling set at five months' emoluments if they have less than three years of active service.

17/7.6bis The amount of indemnity shall not represent a number of months, or fractions of months, in excess of the period remaining before the official would have reached the age limit specified in Regulation 13.

17/7.7bis The total amount officials receive upon termination of their appointments shall not exceed the amount they would have received had they remained employed by the Organisation until the age limit specified in Regulation 13, at their last grade and step. The total amount includes:

- the amount of the loss of employment indemnity;
- the total pension entitlement on account of the applicable Pension Scheme;
- the payment instead of notice.

Instruction

117/7.7.1bis *The indemnities payable under Rule 17/7bis shall be calculated on a pro rata basis to reflect periods of part-time work.*

Rules

17/7.8bis For the purposes of Rule 17/7bis, the indemnity shall be calculated using the basic salary of the official at the date of the end of appointment.

Payment of indemnity

17/7.9bis

a) The indemnity for loss of employment shall be paid to officials in full upon the end of their appointments;

b) The indemnity for loss of employment and payment instead of notice shall be reimbursed to the Organisation if former officials are accorded an invalidity pension under the applicable Pension scheme Rules. To facilitate such reimbursement, the Organisation may deduct from the invalidity pension the amounts paid on account of indemnity for loss of employment and of payment instead of notice;

c) When officials whose appointments ended are subsequently reemployed in any capacity by the Organisation or by another Co-ordinated Organisation, they shall reimburse the difference, if any, between the emoluments that they would have received had their appointments not been terminated, and the amount of indemnity for loss of employment and of payment in lieu of notice which they have received.

CHAPTER VI - CLAIMS

Rules

17/8 Claims against the Organisation for payment of salary, indemnities, allowances, benefits or of other sums resulting from the application of the Staff Regulations, Rules and Instructions shall lapse two years after the date on which the payment would have been due. However, requests for allowances provided for in Rules 16/1.1, 16/1.2, 16/1.3, 16/2.1, 16/2.2, 16/2.3, 16/5 and 16/8, once accepted, shall give rise to retroactive payment of the corresponding sums for no more than three months from the date the Organisation received written notification of the facts determining entitlement to these payments, supported by appropriate documentation.

17/8.1 A request for payment in respect of a claim against the Organisation submitted after the expiry of the period of limitation may be taken into consideration if the delay is due to exceptional circumstances.

17/8.2 The limitation shall be interrupted by a claim in writing submitted before the expiry of the period of limitation.

17/8.3 The right of the Organisation to recover any payment made unduly shall lapse two years following that payment.

17/8.4 There shall be no limitation if the information provided was inaccurate as a result of a lack of good faith or gross negligence.

17/8.5 Recovery shall be made by deductions from the monthly or other payments due to the person concerned, taking into account his/her social and financial situation.

Last update: February 2017

CHAPTER VII - SUBROGATION

Rule

17/9 Where the incapacity or death of an official is attributable to a third party, the claims and rights of action of the official or the duly qualified claimants to his/her rights (ayants droit) against the third party shall vest in the Organisation within the limits of its obligations under the Staff Regulations, Rules and Instructions. However, the Organisation may waive its right to take action pursuant to such subrogation against the third party concerned where special circumstances justify such a waiver.

Last update: February 97

Title VI - TRANSFER, PAYMENT AND ADJUSTMENT OF EMOLUMENTS

CHAPTER I – TRANSFER AND CURRENCY OF PAYMENT OF EMOLUMENTS (Regulation 18)

REGULATION 18

The salaries, allowances and benefits due to an official by virtue of this chapter, may be paid in or transferred into the currency of the country of which the official is a national, within the limits and in the conditions determined by rules of the Secretary-General, subject to approval by the Council.

Rules

18/1 An official who is entitled to the allowance specified in Regulation 16b) shall have the right to have not more than 50 per cent of his/her monthly emoluments transferred through the Organisation into the currency of the country of which he/she is a national or, on good grounds, into the currency of the country where he/she normally resided at the date of taking up duty with the Organisation.

18/1.1 The allowances payable to an official or to his/her authorised representatives on the termination of employment may be transferred in full.

18/1.2 The Secretary-General may authorise other transfers on good grounds.

18/1.3 Transfers effected under the provisions of Regulation 18 shall be made at the official rate of exchange ruling in Paris on the date of transfer.

18/1.4 Any request to exercise the right of transfer specified in Rule 18/1 shall be made not later than the end of month following that in respect of which the transfer is requested.

18/1.4.1 The Secretary-General may, however, where he/she considers that the grounds submitted by an official are valid, exceptionally authorise the official to exercise the right specified in Rule 18/1 in respect of emoluments relating to the six months preceding the month in which the transfer is requested.

CHAPTER II - ADJUSTMENT OF EMOLUMENTS (Regulation 19)

REGULATION 19

The level of the remuneration of the officials of the Organisation shall be periodically reviewed.

Rule

19/1 The procedures for the adjustment of the emoluments specified in these rules shall be determined by the Secretary-General, subject to approval by the Council, and published in an annex to these rules. (See Annex I)

Title VII - GENERAL OBLIGATIONS

CHAPTER I - WORKING CONDITIONS (Regulation 20)

Section I - Working hours

REGULATION 20

a) The normal hours of work of the staff of the Organisation shall be determined by the Secretary-General, who shall also decide on what conditions members of the staff may be employed part-time.

Rules

20/1 The normal working week shall be of 40 hours.

20/2

a) The Secretary-General may, depending on the requirements of the service:

i) transform the appointment of an official, either at his/her initiative or with his/her agreement, from a full-time to a part-time basis;

ii) recruit part-time officials.

b) At his/her request and subject to reasonable notice to the Organisation, any official shall be entitled to work part-time when he/she has:

i) a dependent child under the age of three,

ii) a child placed with him within less than three years, for adoption, until the end of the three-year period; or

iii) a child, spouse, recognised partner, cohabitant or ascendant whose health is seriously deficient and necessitates the routine presence of another person, as duly certified by a doctor, for a cumulative maximum period of three years during his/her whole period of service within the Organisation.

c) The working hours of an official working part-time shall be between 50 and 90% of the normal working hours.

d) An official working part-time shall receive a salary corresponding to the ratio of his/her working hours, determined in accordance with Rule 20/2, to the normal working hours. Subject to the Pension Schemes and Provident Fund Rules, the official shall receive the allowances and benefits to which he/she is entitled in the same proportion, with the exception of:

i) benefits paid in case of sickness, maternity, work accident, invalidity or death, as well as the benefits and allowances for a handicapped child, which may be received in full under the conditions laid down by Instruction of the Secretary- General; and

ii) benefits and allowances expressed as a percentage of salary.

e) Hours worked for the requirements of the service in excess of the working hours of an official working part-time shall be considered as complementary hours provided they do not exceed the normal working

hours laid down under Rule 20/1 and are not worked on a Saturday, Sunday or public holiday, in which case they shall be considered as overtime and subject to the provisions of Regulation 20 b).

f) Complementary hours worked by:

- B and C grade officials;
- officials in the GA job family from grade GA-1 to GA-6;

Working part-time shall entitle them to an equivalent number of hours of compensatory leave. Compensation for complementary hours shall be made on the same basis as that laid down for overtime in Rule 20/1.3.2 ii) to vi).

g) Complementary hours and overtime worked by all officials, except those in B and C grades and in the GA job family from grade GA-1 to GA-6, working part-time shall carry no right to compensatory leave or compensatory payment. However, if these officials are called upon to work complementary hours or overtime in very exceptional circumstances, especially if they are repeatedly required to work substantially longer hours than their part-time working hours, the Secretary-General may grant them, at his/her discretion, within the following three months, compensatory leave which in no case should exceed the number of complementary hours or overtime worked.

Instructions

120/1 *The duration of work of the officials of the Secretariat shall be 8 hours a day Mondays to Fridays.*

120/1.1 *The working day shall normally begin at 9 a.m. Heads of division shall fix the luncheon period and the end of work so that there are 8 hours of work per day.*

120/1.1.0 *Any time spent by a member of the staff on the activities of a body provided for under the Staff Regulations, Rules and Instructions shall count as effective service.*

120/1.1.1 *In agreement with the Head of Human Resource Management, directors may decide that work shall begin at a time other than 9 a.m. if shift work is required.*

120/1.1.2 *For shift work, depending on the needs of the service, directors may, in agreement with the Head of Human Resource Management, establish working days of up to 12 hours, without the hours worked after the eighth hour entitling officials to compensation for overtime, provided that the normal weekly working hours are not exceeded.*

120/1.1.3 *Unauthorised and unexplained absence shall render an official liable to disciplinary action under Regulation 21.*

Last update: October 2023

120/1.1.4 *Following a period of sick leave, maternity leave or non-activity for reasons of illness, officials may be authorised by the Head of Human Resource Management, where so advised by their medical practitioner and after a favourable opinion from the Medical Officer, to resume their duties with a working day reduced by up to two hours for a maximum period of three months, while receiving their full salary. Pregnant women may also be authorised to carry out their duties with a reduction in their working day, under similar conditions, during all or part of the pregnancy preceding maternity leave.*

Last update: April 2007

PROVISIONS APPLICABLE TO OFFICIALS ORIGINALLY APPOINTED TO WORK FULL- TIME

120/1.2.1

a) For the application of Rule 20/2 a) i), the proposal to transform the appointment of an official shall be addressed by the director or head of service to the Head of Human Resource Management and bear the signed agreement of the official concerned. It shall detail the conditions referred to in Instruction 120/1.2.2.

b) If the Head of Human Resource Management agrees with the proposal, the appointment of the official shall be transformed into a part-time appointment. Such transformation shall not take effect earlier

than one month after the date on which the Head of Human Resource Management approved the proposal.

c) An official may only take the initiative to request the transformation of his/her appointment into a part-time appointment once he/she has completed the probationary period referred to in Regulation 9 a) ii), 9bis b) or 9bis c), where applicable.

Last update: July 2025

120/1.2.2 *For the application of Rule 20/2 a) i), the proposal of the director or head of service shall set out the number of working hours and the way in which such working hours would be distributed on a daily, weekly, monthly or yearly basis, having regard in each case to the requirements of the service. It shall also specify the nature of the functions that would be performed as well as any modification to the way in which the official would be called upon to perform his functions.*

120/1.2.3 *For the application of Rule 20/2 b), the number of working hours of officials shall be set insofar as possible by agreement between the official and the director or head of service concerned. Failing such agreement, the official shall determine the number of working hours. However, the way in which the working hours of the official working part time shall be distributed on a daily, weekly, monthly or yearly basis shall be established by agreement between the official and the Head of Human Resource Management.*

120/1.2.4 *An official taking advantage of the provisions of Rule 20/2 b) must, before the beginning of the period his/her part-time work, inform the Head of Human Resource Management in writing of the date on which he/she intends to resume working full time. Unless the Head of Human Resource Management has agreed otherwise in writing, the official may only extend this period twice, within the limits laid down in Rule 20/2 b).*

120/1.2.5 *Where an official wishes to work on a full-time basis after having worked part time pursuant to Rule 20/2 a) i), he/she shall send a written request to this effect to the Head of Human Resource Management who shall, together with the official's director, determine whether such request can be accepted having regard to the requirements of the service. If so, the Head of Human Resource Management shall transform the part-time appointment into a full-time appointment. The decision to transform the appointment shall not take effect earlier than one month after having been taken.*

Last update: January 2011

120/1.2.6 *Where an official wishes to work on a full-time basis after having worked part time pursuant to Rule 20/2 b), he shall send a written request to this effect to the Head of Human Resource Management who shall, together with the official's director, determine the date on which the official shall resume work on a full-time basis, having regard to the requirements of the service.*

Last update: January 2011

120/1.2.7 *Save in exceptional circumstances, as left to the discretion of the Head of Human Resource Management, if an official who has benefited from the provisions of Rule 20/2 b) does not resume full-time work at the end of the period applicable, he/she shall be considered to have resigned, and his/her appointment shall be terminated without notice or indemnity.*

Last update: October 2023

PROVISIONS APPLICABLE TO ALL OFFICIALS WORKING PART-TIME

120/1.2.8 *In the case of*

- *B and C grade officials;*
- *officials in the GA job family from grade GA-1 to GA-6;*

working part-time, complementary hours require prior authorisation of:

a) directors or heads of service when these hours do not exceed one-quarter of the official's weekly hours;

b) the Head of Human Resource Management when, in exceptional cases, the hours exceed this limit.

120/1.2.9 *Officials working part-time shall be entitled to payment in full of the following benefits and allowances:*

a) health care expenses in the event of sickness, maternity, work accident or occupational disease, under the conditions laid down in Rules 17/1.6 and 17/1.13;

b) the lump sum allowance on the birth or adoption of a child provided for in Rule 17/1.9;

c) the payment of a capital sum in the event of death or total permanent invalidity, under the conditions laid down in Rules 17/1.11 and 17/1.14 c) and d), calculated on the basis of the emoluments the official would receive had he/she been working full-time at the same grade and step. The contribution in respect of the capital sum provided for in Rule 17/1.11 is based on the emoluments officials would receive had they been working full-time at the same grade and step;

d) if they are entitled to the benefits for handicapped child or to the supplements for disabled or severely disabled child, the allowances and supplements provided for under Rules16/1.2, 16/1.3, 16/2.2, 16/2.3, 16/3.2 et 16/8;

e) the reimbursement of travel and removal expenses incurred in the service of the Organisation as provided for under Regulation 17 c);

120/1.2.10 *For the purposes of calculations pursuant to Rules 16/5.1, 16/5.2 and 16/5.3 and annex 19 concerning the rent allowance, the amount of rent taken into account for an official working part-time shall be the same as for an official working full-time.*

120/1.2.11 *The entitlement of an official working part-time to annual leave, home leave and exceptional paid leave as provided for under Regulation 20 e), f) and j) shall be calculated on the basis of the ratio of the official's part-time working hours to the normal working hours.*

120/1.2.12 *For the application of Rule 20/2 b) iii), the term "recognised partner" means the partner of an official under a contract of partnership, registered with a national public authority, organising the conditions for their living together in the manner of a married couple, and the term "cohabitee" means the partner of an official with whom the official proves he/she has been living in the manner of a married couple for at least six months.*

Last update: October 2023

Section II -Overtime

REGULATION 20

b) When an official is required to work overtime he/she shall be entitled to compensation within the limits and according to the conditions determined by rules established by the Secretary-General and approved by the Council.

Rule

20/1.3 Hours worked in excess of normal working hours, or on a Saturday, Sunday or public holiday, shall be considered as overtime provided that prior authorisation has been given by the Director or Head of Service concerned. Hours worked, in the context of special shift work, on Saturdays or Sundays which are not public holidays, shall be considered as normal working hours and shall not give entitlement to compensation for overtime provided the normal weekly working hours are not exceeded.

Last update: April 2003

Instruction

120/1.3 *Directors shall authorise overtime to be performed only where this is necessary for the work of their directorate. They shall not require staff to work overtime on Saturdays, Sundays or public holidays without previously obtaining authorisation from the Head of Human Resource Management.*

120/1.3.1 *Shift work shall be understood as any permanent organisation of work in successive shifts that has been given prior approval by the Head of Human Resource Management and involves working on Saturdays or Sundays, without exceeding the normal weekly working hours.*

Last update: April 2003

Rule

20/1.3.1 Overtime worked by all officials except those in the B and C category and GA job family from grade GA-1 to GA-6 shall carry no right to compensatory leave or compensatory payment. However, if these officials are called upon to work overtime in very exceptional circumstances, especially if they are repeatedly required to work substantially longer hours than the normal working week, the Secretary-General may grant them, at his/her discretion, within the following three months, compensatory leave which in no case should exceed the number of overtime hours worked.

Rule

20/1.3.2

i) Overtime worked by

- B and C grade officials;
- officials in the GA job family from grade GA-1 to GA-6;

shall entitle them to corresponding compensatory leave increased according to rates given in the table below:

APPLICABLE OVERTIME RATES FOR B AND C GRADE OFFICIALS AND OFFICIALS IN THE GA JOB FAMILY FROM GRADE GA-1 TO GA-6.

	Overtime	Rate of increase
Weekday	first 13 hours' overtime in the month	33 1/3%
	from 14 to 30 hours of overtime in the month	50%
Weekday night	from 10 p.m. to 7 a.m.	66 2/3%
Saturday, Sunday and Public holiday	from 7 a.m. to 10 p.m.	66 2/3%
	from 10 p.m. to 7 a.m.	100%

ii) However, when, owing to the exigencies of the service, compensation cannot be granted in full in the form of compensatory leave to:

- B and C grade officials;
- officials in the GA job family from grade GA-1 to GA-6;

they shall be entitled to a compensatory payment on the express condition that 20% at least of the compensation takes the form of compensatory leave. This condition may exceptionally be waived by express decision of the Secretary- General in the case of officials who stand in for unexpectedly absent staff members of a continuous service unit, or of officials whose overtime working is due to the fact that their functions require availability throughout the day, on condition that this does not adversely affect the safety of the service or the health of the officials concerned.

iii) In the event of a compensatory payment, the calculation shall be based on the staff member's basic to which he/she was entitled on the date the overtime was performed. Such payment shall be made with the emoluments for the next month but one after the month in which the overtime was worked.

iv) Subject to the provisions of paragraph ii) above, compensatory leave shall be taken before the end of the month of March in the year following that in which the overtime was worked.

v) Entitlement to compensatory leave shall terminate automatically when the time limits laid down in paragraph iv) above have elapsed.

vi) Directors who have authorised overtime are responsible for ensuring that compensatory leave is granted before the expiry of the time limits laid down in the present Rules.

Last update: October 2023

Section III - Night work

REGULATION 20

c) The Secretary-General may, as their normal working hours, require officials to do night work. An official doing night work shall be entitled to an allowance.

Instruction

120/1.4 *Any time worked as normal working hours between 8 p.m. and 7 a.m. shall be deemed to be night work.*

Unless the Executive Director decides otherwise at the time of appointment:

- *B and C grade officials;*
- *officials in the GA job family from grade GA-1 to GA-6;*

required to do night work shall be entitled, for each hour worked at night, to an allowance of 0.012 per cent of their annual salary and allowances as defined in Regulation 15.

Section IV - Public holidays

REGULATION 20

d) The public holidays to which an official shall be entitled shall be determined in accordance with local practice.

Instruction

120/1.5 *The public holidays to be observed by the Organisation shall be announced by means of an office circular. Where the needs of the Secretariat require that officials work on a public holiday, another day shall be fixed to be observed as a public holiday.*

CHAPTER II – LEAVE (Regulation 20)

Section I - Annual leave

REGULATION 20

e) An official shall be entitled to paid annual leave at the rate of two and a half working days for each month of service completed.

Instructions

120/2 *Authorisation to take annual leave shall be given by the Head of Division or higher official supervising the official concerned.*

120/2.1 *The entitlement of officials to annual leave in respect of the calendar year shall be calculated on their appointment and thereafter at the beginning of each year.*

Last update: September 99

120/2.2 *Annual leave shall normally be taken during the year in which it is earned or, at the latest, before 31st March of the following year. A maximum of twenty days unused annual leave may however be carried forward beyond the 31st March of the following year from one year to the next. Officials having served with the Organisation for twenty or thirty years may carry forward beyond the 31st March of the following year up to twenty five or thirty days respectively of their outstanding leave entitlement.*

Last update: December 97

120/2.3 *Any official who has not taken the whole of the leave due to him/her when his/her appointment ends or when he/she is placed on non-active status for reasons of military service or for personal reasons, shall receive, in lieu thereof, his/her emoluments as defined in Instruction 111/3.5. Any official who has taken leave in advance and in excess of that due to him/her when his/her appointment ends shall repay to the Organisation the emoluments paid for the corresponding period.*

Last update: July 2025

120/2.4 *The dates at which annual leave may be taken shall be fixed by Heads of Division after consultation with their staff, having regard to the needs of the service and the family obligations of the staff.*

120/2.5 *Any official wishing to take annual leave shall address his request to his supervisor.*

Last update: September 99

120/2.6 *Where, during a period of annual leave, a medical certificate is issued to an official attesting that his sickness will last more than three consecutive days and is sent to the Head of Human Resource Management within three working days, the corresponding days of annual leave shall be counted as sick leave. If such an official has no further entitlement to sick leave, he/she shall be placed on non-active status in accordance with Regulation 14.*

Section II - Home leave

REGULATION 20

f) Officials who are entitled to the expatriation allowance pursuant to Rule 16/3 shall be entitled to eight days supplementary leave, once every two years, for the purpose of visiting their homes. Travel expenses in respect of home leave shall be reimbursed to the officials concerned.

Instructions

120/3.0.1 *One period of home leave shall accrue in respect of each entire period of twenty-four months' service. Subject to the exigencies of work, it may be taken at any time not earlier than six months before and not later than eighteen months after the date on which it accrues. Any home leave not taken within eighteen months after the date on which it accrues shall be forfeited.*

Last update: September 2015

120/3.0.2 *Within the limits set in this Instruction, the dates at which home leave may be taken shall be determined in the same way as for annual leave. The fact that the date of home leave is advanced or retarded shall not affect the date when the next ensuing period of home leave accrues.*

120/3.0.3 *No home leave shall be granted within a period of four months before the date when the appointment of an official is due to end. Where officials have taken home leave in advance and their appointment terminates by resignation before the date at which home leave accrues they shall repay the Organisation a sum corresponding to their emoluments for eight days and the amount reimbursed by the Organisation in respect of travel.*

120/3.0.4 *Where the entitlement of officials to home leave is estimated at the time of appointment, service credit towards home leave shall begin to accrue from that date: where in accordance with the provisions of these Instructions, the entitlement of officials to home leave is established subsequent to their appointment as a result of change of duty station, such credit shall begin to accrue from the date of the change.*

120/3.0.5 *Officials may be required to take home leave in conjunction with travel on mission or change of duty station, due regard being paid to the interest of the officials and their families.*

120/3.0.6 *For the purposes of Regulation 20 f), the home of officials shall be that place with which they have the strongest ties outside the country of the permanent duty station. The Head of Human Resource Management shall determine this place having regard to the place of residence of the officials' family, to the place of their upbringing and to any place where they may possess property. In case of doubt, the Head of Human Resource Management may decide, at the request of the officials concerned, that they shall take their home leave in the capital city of the State of which they are nationals.*

Rules

20/3.1 Where the time taken by officials to travel from their duty station to their home, and back again, by a direct route and means approved by the Secretary-General exceeds 12 hours, it shall not be included in the eight days of home leave granted.

20/3.2 Subject to the provisions of Rule 20/3.3, reimbursement of expenses incurred in travelling on home leave shall be made according to the provisions of Regulation 17 c).

Instructions

120/3.2 *Where officials receive the household allowance, the basic family allowance or the dependent child*

supplement return travel expenses shall also be borne by the Organisation in respect of the persons specified in Rule 17/3.2, whether or not travelling in company with officials provided that they travel within the time limit set in Instruction 120/3.0.1 and that the officials themselves take their home leave within those time limits.

Last update: February 2017

120/3.2.1 *Where officials fail to take a period of home leave within the time limits set in Instruction 120/3.0.1, they shall repay to the Organisation any travel expenses borne by the Organisation in respect of a member or members of their household for such leave.*

Rule

20/3.3 Where two spouses are both employed by the Organisation, or where the spouse of an official is employed in the same country as the official by one of the Co-ordinated Organisations specified in Rule 17/7.1 and both are entitled to home leave, such leave shall be granted once every two years under the following conditions:

a) if both are officials of the Organisation, they may take home leave together in either of their home leave countries, or separately in each of their respective home leave countries. The Organisation shall bear the expenses incurred in connection with this leave;

b) if the spouses are employed by different Co-ordinated Organisations, the person who is an official of the Organisation may take home leave in his/her home leave country or in the home leave country of his/her spouse; the expenses incurred in connection with each spouse's home leave shall be borne by the Organisation which employs them;

c) the dependent children of the spouses concerned shall be entitled to home leave only once every two years and it may be taken in the home leave country of either spouse, under the following conditions:

   i) if both spouses are officials of the Organisation, the Organisation shall bear the expenses incurred in connection with such home leave;

   ii) if the spouses are employed by different Co-ordinated Organisations, the Co-ordinated Organisation employing the spouse in receipt of the household allowance, or the dependent child supplement, shall bear the expenses incurred in connection with the children's home leave.

Last update: February 2017

Section III - Sick leave

REGULATION 20

g) Officials shall be entitled to paid sick leave of up to four months during any one year of service, but not more than four consecutive months, on producing a medical certificate recognised by the Secretary- General.

Instruction

120/4 *An official obliged through sickness or accident to absent himself/herself from duty shall inform his/her immediate superior thereof by the fastest available means.*

Subsection I - Therapeutic half-time

Instruction

120/4.0 *Following a period of sick leave or non-activity for reasons of illness, an official may, where so advised by his/her medical practitioner and after a favourable opinion from the Medical Officer, be authorised by the Head of Human Resource Management, on medical grounds, to resume his/her duties on a part-time basis for no less than 50% of the staff's normal working hours. The Head of Human Resource Management shall not grant such authorisation for any one period exceeding three months, and the total duration of therapeutic half-time to which an official is entitled shall not exceed nine months out of any period of twelve months. The official placed on therapeutic half-time shall be entitled to maintenance of his salary under Regulation 17/1.7 in respect of the hours not worked.*

Last update: December 2001

Subsection II - Uncertified sick leave

Instruction

120/4.1

a) Where the absence of an official, owing to sickness or accident, does not exceed three consecutive days, the official shall not be required to produce a medical certificate unless and until his/her total uncertified sick leave in any one calendar year exceeds nine working days; these nine working days shall be included in the four months paid sick leave provided for in Regulation 20 g).

b) However, any absence owing to a work accident and any absence owing to sickness or accident which immediately precedes or follows a period of annual leave under Regulation 20 e) must be justified by a medical certificate, whatever the length of such absence.

Last update: June 2017

Subsection III - Certified sick leave

Instructions

120/4.2

a) An official obliged through sickness or accident to absent himself from duty and whose absence is not covered by Instruction 120/4.1 a), shall send the Head of Human Resource Management within 48 hours of stopping work, save in cases of force majeure, the original of the medical certificate prescribing work stoppage and specifying its probable duration. An official affiliated to the French Social Security

scheme shall also send, within the same time limit, all necessary documents to his/her Social Security centre, as required under French law, and the employer's copy to the Head of Human Resource Management.

b) Officials on sick leave may be required to undergo a medical examination by a doctor designated by the Organisation. Such officials are therefore obliged to comply with their doctor's instructions as regards the hours during which they may go out, and to inform the Head of Human Resource Management of the address where they may be contacted at other times, should this address not be their domicile.

c) A prescription to stop work in order to follow a course of hydrotherapy or thalassotherapy treatment shall confer entitlement to sick leave when it has been approved by the doctor designated by the Organisation. In the case of officials who have opted to remain affiliated to the French Social Security scheme under Regulation 17/1.1 b), the granting of sick leave for a course of hydrotherapy shall be subject to the approval of the Social Security's medical officer instead of the approval referred to above.

120/4.2.1 *An official who has absented himself/herself from duty for reasons of sickness or accident and who does not produce the medical certificate required under Instruction 120/4.2 shall forfeit annual leave entitlement equal to the number of days of uncertified absence or, if the official has exhausted his/her entitlement to annual leave, shall forfeit his/her entitlement to salary for the same period.*

Last update: January 96

120/4.2.2

a) Any official who has been absent from duty following a work accident, or for more than thirty consecutive days owing to sickness, shall be examined by the Medical Officer not later than the day following that on which he resumes duty.

b) Any official who has been declared temporarily unfit for work by a medical officer of the Organisation shall not resume work until he/she has been examined and declared fit for work by a medical officer of the Organisation.

Subsection IV - Expiry of sick leave

Instruction

120/4.3 *If an official is medically unfit for returning to duty on the expiry of his/her sick leave, he/she shall be placed on non-active status in accordance with Regulation 14.*

Subsection V - Benefits

Instruction

120/4.4 *During sick leave, an official shall be entitled to the benefits specified in Regulation 17 a).*

Subsection VI - Medical Examination

Instruction

120/4.5 *Any official may at any time be required to undergo a medical examination by a physician designated by the Secretary-General and may as a consequence be required to take sick leave in the interests of his/her health.*

Subsection VII - Dispensation from Service on Health Grounds

Instruction

120/4.6 *When an official has been exposed or has reason to believe he/she has been exposed to a serious infectious or contagious disease, he/she shall inform the Organisation's Medical Officer and provide relevant documentation as required. On the advice of the Organisation's Medical Officer, the Head of*

Human Resource Management may require the official not to attend the office but to hold himself/herself at the disposal of the Organisation.

Last update: June 2003

Section IV - Military service leave

REGULATION 20

h) The Secretary-General may grant to an official called to serve in the national armed forces of a Member state, unpaid military service leave at the rate of 15 days for each year of service.

Instructions

120/5 *An official called up or recalled for service in the armed forces shall immediately inform the Head of Human Resource Management who shall take all necessary steps, in consultation with the Head of Division of the official concerned, to provide for military service leave.*

120/5.1 *If the official is unable to resume duty at the end of this leave, he/she shall be placed on non-active status in accordance with Regulation 14.*

Section V - Parental leave

REGULATION 20

i) The Secretary-General shall provide for paid parental leave to officials, as specified in Instructions of the Secretary-General.

Instructions

120/6

a) Officials who are expectant mothers (hereinafter "expectant mothers") shall be entitled, on the basis of a medical certificate stating the probable date of delivery, to non-fractionable paid parental leave of sixteen weeks. This leave shall begin not more than six weeks before the probable date of delivery and end ten weeks after the date of the birth.

b) Except for the cases referred to in paragraph c) below, expectant mothers are entitled to a paid and non-fractionable parental leave of twenty-six weeks, where:

- *they have already had two live births; or*
- *there are at least two dependent children under age twenty already living in the household.*

This leave shall begin not more than eight weeks before the probable date of delivery and end eighteen weeks after the date of the birth.

c) Where they expect multiple children, expectant mothers are entitled to a paid and non-fractionable parental leave of thirty-four weeks. This leave shall begin not more than twelve weeks before the probable date of delivery and end twenty-two weeks after the date of the birth.

d) Except for the case referred to in paragraph e) below, where delivery occurs before or after the probable date of delivery, the total period of leave shall not thereby be affected.

e) Where birth occurs more than six weeks before the probable date of delivery and requires the post-natal hospitalisation of the child(ren), the mothers referred to in paragraph a) above shall be entitled to a paid additional leave equal to the number of days running from the actual date of birth to the beginning of the period of leave.

f) When, after the sixth week following delivery, the child(ren) is(are) still in hospital, mothers referred to in paragraph a) above may come back to work and obtain on request the postponement until the end of their child(ren)'s hospitalisation of the amount of the leave to which they are still entitled.

120/6.1

a) Without the total duration of the leave referred to in Instruction 120/6 thereby being affected, the parental leave prior or subsequent to the probable date of delivery may vary on the conditions described below.

i) Expectant mothers may obtain on request an increase of the leave prior to the probable date of delivery. Such increase is of a maximum duration of:

- *two weeks when they have already had two live births or they or the household already have at least two dependent children under age twenty living in the household;*
- *four weeks, where multiple children are expected.*

Parental leave subsequent to the birth is then reduced accordingly.

ii) If the doctor monitoring the pregnancy gives a favourable opinion, expectant mothers may obtain on request a reduction of the parental leave prior to the probable date of delivery. Such reduction is of a maximum duration of three weeks. Parental leave subsequent to the birth is then increased

accordingly.

iii) If the doctor monitoring the pregnancy gives a prescription to stop work during the period prior to the probable date of delivery and in relation to which expectant mothers have requested a reduction of the parental leave prior to the probable date of delivery, such reduction is annulled and their leave commences on the first day of stopping work. The period of leave initially postponed till after the birth is reduced accordingly.

b) Expectant mothers who have been on parental leave or whose leave have been interrupted in accordance with the paragraph f) above shall report to the Medical Officer of the Organisation before resuming her duties. Any medically authorised extension of the foregoing parental leave shall be regarded as sick leave under the provisions of Regulation 20 g).

120/6.2

a) Following the birth of a child or children, officials who have the legal responsibility of the child together with the biological mother are entitled to a paid parental leave of four weeks for single birth and six weeks for multiple births. They shall not be entitled to any additional leave.

b) In the event of the biological mother's death during the parental leave provided for in Instruction 120/6, the duration of the leave provided for in paragraph a) shall be extended by the remaining leave provided for in Instruction 120/6.

120/6.3

a) Officials who have a dependent child newly coming under their legal parental responsibility, and who do not qualify for leave provided for under Instructions 120/6 and 120/6.2, are entitled to paid parental leave of ten weeks with respect to this child. This parental leave shall start from the date of the child's arrival in the household.

b) If the spouses of officials are entitled to leave of the same nature, in respect of the same child(ren), under another social protection scheme, and their combined leave exceeds sixteen weeks, then the leave provided for in paragraph a) shall be reduced accordingly but shall never be less than six weeks.

c) Where two officials are spouses and are entitled to parental leave as set out in paragraph a), the couple is entitled to sixteen weeks of paid parental leave, which may be shared within the couple, provided each official concerned benefits from at least six weeks' parental leave.

d) Officials who:

- *are entitled to the parental leave as provided for under paragraphs a) or b) above; and*
- *already have at least two dependent children under age twenty living in the household,*

are entitled to eight weeks additional paid parental leave.

e) In case of multiple dependent children newly coming under their legal parental responsibility, officials who are entitled to parental leave as provided for under paragraphs a) or b) above are entitled to twelve weeks additional parental leave.

120/6.4 *For the purposes of Instructions 120/6.3, legal parental responsibility shall include legal parental authority over the children and legal custody of the children.*

120/6.5 *Officials who are single-parents, i.e. officials who are solely in charge of dependent child(ren) as defined in Instruction 116/2.2, and are entitled to a parental leave as provided for under these instructions to Regulation 20 i) shall be entitled to an additional paid parental leave of six weeks.*

120/6.6

a) Parental leave provided for under Instructions 120/6.2, 120/6.3 and 120/6.5, including any additional leave, should be taken within twelve months following the arrival of the child(ren) in the household.

b) Parental leave provided for under Instructions 120/6.2, 120/6.3 and 120/6.5, including any additional leave are non-fractionable. However, if the nature and exercise of their duties and the requested periods are compatible with organisational and efficiency-related service requirements, officials may be authorised by the Head of Human Resource Management, upon recommendation of their

supervisor, to:

- *divide their leave in a maximum of three periods in total, each not shorter than two weeks; and/or*
- *take their leave on a part-time basis.*

Such authorisation shall take the form of a written agreement with the official.

Last update: January 2017

Section VI - Exceptional paid leave

REGULATION 20

j) The Secretary-General may grant exceptional paid leave, up to a maximum of eight days a year.

Instructions

120/7 *Exceptional paid leave may be granted for urgent private matters or compassionate reasons, the date and the actual number of days being determined at the discretion of the Head of Human Resource Management.*

Last update: October 2003

120/7.1 *An official who has served with the Organisation for twenty or thirty years shall be entitled to an exceptional paid leave, of three or five days respectively per annum.*

120/7.2 *The entitlement to the exceptional paid leave provided for in Instruction 120/7.1 becomes due as from the date on which the official has served with the Organisation for twenty or thirty years. However, as from the year during which the official reaches twenty or thirty years' service, this entitlement is granted in advance on 1st January of each year and the leave is to be taken before 31st December of the same year. When the appointment of an official ends before the date on which the official reaches twenty or thirty years' service with the Organisation, or before the anniversary date, and when the official has already taken such exceptional paid leave, he/she shall repay to the Organisation the emoluments paid for the corresponding period.*

Last update: February 97

120/7.3 *As provided in Annex XXVI to these Regulations, an official whose Annual Performance Agreement is rated as "3 – Performance Exceeded" for a given performance year shall be entitled to three days of exceptional paid leave.*

Last update: July 2025

Section VII - Unpaid leave for private reasons

REGULATION 20

k) The Secretary-General may grant unpaid leave for urgent or private reasons.

Rule

20/8 During periods of unpaid leave for urgent or private reasons the official shall not receive any remuneration from the Organisation, but these periods shall give entitlement to benefits in case of sickness, accident, disablement or death, and to application of the rules of the Pension Scheme or of the Provident Fund, provided the official continues to pay his/her share of the required contributions; these contributions shall be based on the salary pertaining to the grade and step of the official.

Instructions

120/8 *An official may be requested to exhaust his/her accrued annual leave before being granted unpaid leave for urgent or private reasons.*

120/8.1 *Unpaid leave for urgent or private reasons may be granted by the Executive Director, after consultation with the superior of the official concerned, for reasons not falling within the provisions of the Staff Regulations, Rules or Instructions. Such leave may not exceed four months.*

120/8.2 *Account shall be taken of periods of unpaid leave for urgent or private reasons in respect of the accrual of service credits toward annual leave, home leave, or advancement. Such periods shall give entitlement to sick leave and maternity leave. The official shall remain assigned to his/her functions.*

Last update: January 2011

Section VIII - Unpaid training leave

REGULATION 20

l) The Secretary-General may grant unpaid training leave for short- term or long-term periods.

Rule

20/9 During periods of unpaid training leave, the official shall not receive any remuneration nor any daily subsistence allowance from the Organisation, but these periods shall be deemed to be periods of service performed at the place where the official is carrying out his/her studies or research, and they shall give entitlement to benefits in case of sickness, accident, disablement or death, and to application of the rules of the Pension Scheme or of the Provident Fund, provided the official continues to pay his/her share of the required contributions; these contributions shall be based on the salary pertaining to the grade and step of the official.

20/9.1 In case of long-term unpaid training leave, the official may be required to remain in service with the Organisation upon the expiry of such leave for a period which may not exceed two years: this period of required service shall have a duration which shall, in particular, take account of the number of years of service and the age of the official concerned as well as the duration of the leave granted. Should the official voluntarily leave the service of the Organisation during the long-term unpaid training leave or before the expiry of the required period of service, the Organisation may withhold from any benefit due to the official or to those entitled under him/her all or part of the financial obligations borne by the Organisation for the official in respect of such leave.

General provisions

Instruction

120/9 *An official may be requested to exhaust his/her accrued annual leave before being granted unpaid training leave.*

Unpaid short-term training leave

Instructions

120/9.1 *Unpaid leave for short-term training may be granted by the Executive Director, after consultation with the superior of the official concerned, to enable the official to carry out advanced study or research deemed to be in the interest of the Organisation. Such leave may not exceed two months.*

120/9.2 *Account shall be taken of periods of unpaid leave for short-term training in respect of the accrual of service credits toward annual leave, home leave, or advancement. Such periods shall give entitlement to sick leave and maternity leave. The official shall remain assigned to his/her functions.*

Last update: January 2011

Unpaid long-term training leave

Instructions

120/9.3 *Unpaid leave for long-term training may be granted by the Executive Director, taking into account the justified opinion of the director concerned, to enable an official to carry out advanced study or research deemed to be in the interest of the Organisation. Only officials having completed at least five*

years' service may apply for such leave. This leave is granted for a maximum period of one year, renewable twice.

120/9.4 *No account shall be taken of periods of unpaid leave for long-term training in respect of the accrual of service credits toward annual leave, home leave, or advancement. Such periods shall not give entitlement to sick leave or maternity leave. Upon the expiry of such leave, the functions previously assigned to the official or functions corresponding to the official's qualifications and experience shall be assigned to him/her.*

Last update: January 2011

Section IX - Special leave

[In accordance with the decision of the Council of 6 March 2001, the provisions marked by an asterisk shall be prolonged until 27 February 2002. Should these rules later be changed, none of the provisions ceasing to be applicable shall give rise to acquired rights.]

REGULATION 20

m) [*] The Secretary-General may place an official on special leave as provided in an Annex to these Regulations.

Last update: March 2001

CHAPTER III - DISCIPLINE AND CIVIL LIABILITY (Regulation 21)

REGULATION 21

a) **The Secretary-General may take disciplinary measures against officials guilty of serious misconduct in the course of duty or otherwise, or for knowingly making false statements in their application for employment by the Organisation.**

b) **The disciplinary measures shall be reprimand, suspension without salary, or dismissal. The forfeiture of rights accruing under Regulation 17 b) may accompany dismissal.**

c) **Officials and former officials shall refrain from any act or activity likely to cause moral or material prejudice to the Organisation.**

d) **Any violation of the basic principles, rights and duties set out in Regulations 2 to 5bis of the Staff Regulations and corresponding instructions constitutes misconduct that may result in disciplinary action.**

e) **If an official causes material damage to the Organisation wilfully or through serious misconduct, the Organisation may deduct commensurate compensation for that damage from any sums owed to the official, including salary, pension, allowances or benefits under these Regulations.**

Last update: October 2002

Section I - Procedure for disciplinary cases

Instructions

121/1 *Any action of an official in contravention of the terms of his/her appointment, of the provisions of the Regulations, Rules or Instructions or of any applicable national law, or any omission to perform a duty or fulfil an obligation therein prescribed, may be considered a disciplinary fault.*

121/1.1 *When a disciplinary situation arises and the official's superior considers that the gravity of the official's misconduct does not require formal disciplinary action, he shall discuss the matter with the official, first to help the official mend the situation, and second to give due warning that failure to mend the situation will lead to disciplinary action.*

121/1.2 *Only the Executive Director, the Head of Human Resource Management or the immediate superior in*

- *category A;*
- *job families other than the GA job family from grade GA-1 to GA-6;*

may initiate disciplinary action against an official.

121/1.3 *Where the fault of which an official is suspected is such that the appropriate disciplinary measure would be suspension without salary or dismissal, the Secretary-General may suspend the official on salary pending the completion of the procedure set out in this Instruction.*

121/1.3.1 *The initiating official shall address, through the Secretary-General, to the official concerned, a confidential memorandum in duplicata describing the unsatisfactory conduct and recommending the disciplinary measure to be imposed. He shall sign both copies of the memorandum and send them to the Head of Human Resource Management.*

121/1.3.2 *If the Head of Human Resource Management considers that further investigation should be made, he/she shall consult the initiating official and, if necessary, the official concerned.*

121/1.3.3 *If the Head of Human Resource Management agrees to the measure recommended, he shall transmit the memorandum to the Executive Director and the Secretary-General.*

121/1.3.4 *When signed by the Secretary-General, the memorandum shall be delivered by hand or by registered post to the official concerned, who shall sign and note the date of receipt on the duplicate copy, which the official shall return to the Head of Human Resource Management.*

121/1.3.5 *Within eight working days from the date of receipt, the official concerned may submit a reply to the Head of Human Resource Management or request that the matter be examined by the Joint Advisory Board specified in Regulation 22 a).*

121/1.3.6 *The Head of Human Resource Management or, if the official concerned has so requested, the Joint Advisory Board specified in Regulation 22 a), shall then advise the Secretary- General either:*

a) to impose the proposed disciplinary measure, or

b) in agreement with the initiating official, to annul the proposed action, or

c) if further investigation is necessary, to suspend action.

Section II - Disciplinary Measures

Instructions

121/2.1 *A reprimand shall be made in writing and signed by the Secretary-General. It shall be passed to the official concerned through the official's responsible superiors. A copy shall be placed on the personal file of the official.*

121/2.2 *Notification of suspension without salary shall be made in writing by the Secretary- General; the responsible superiors of the official concerned shall be informed and a copy of the memorandum of notification shall be placed on the personal file of the official.*

121/2.3 *Notice of dismissal as a result of disciplinary action shall state the disciplinary fault of the official concerned and any findings of the Joint Advisory Board. It shall be signed by the Secretary-General.*

121/2.4 *The decision to impose a forfeiture of rights accruing under Regulation 17 b) or any deduction in accordance with Regulation 21, shall be taken by the Secretary-General only on the recommendation of the Joint Advisory Board. The proportion of rights accruing under Regulation 17 b) which may be forfeited shall not exceed two-thirds of total rights accruing under that Regulation.*

CHAPTER IV – DISPUTES (Regulation 22)

REGULATION 22

Advisory Bodies

a) The Secretary-General shall establish an Advisory Board comprising a Chairman from outside the Organisation, and six other members, three of whom shall be nominated by the Staff Association. Unless, under a specific provision, another body is responsible for giving its opinion in a particular field, this Board shall advise the Secretary-General, at the request of the official concerned, on any individual dispute arising from a decision of the Secretary-General and which an official, former official or the duly qualified claimants to their rights consider inequitable to themselves or contrary to the terms of the appointment or to the provisions of these Regulations or of applicable Rules.

b) The Secretary-General shall establish a Re-evaluation Commission comprising a Chairman and two members nominated by him/her. This Commission shall advise the Secretary-General, at the request of an official, on any individual dispute arising from a decision of the Secretary-General relating to the official's performance evaluation, periodic advancement or post classification and which the official considers contrary to the terms of the appointment or to the provisions of these Regulations or of applicable Rules. Prior referral to this Commission is a precondition for filing an application with the Administrative Tribunal mentioned in paragraph c) of this Regulation.

Administrative Tribunal

c) There shall be established an Administrative Tribunal which shall decide individual disputes arising from a decision of the Secretary- General, which he/she has taken on his/her own authority or in application of a decision of the Council and which officials, former officials or the duly qualified claimants to their rights consider as prejudicial to themselves. The Tribunal shall have jurisdiction to resolve, with due regard to vested rights, all questions regarding the interpretation and application of these Regulations, of any applicable Rules and of the terms of appointment. The Tribunal may annul such decisions of the Secretary-General as are contrary to the terms of appointment of the official concerned or the provisions of these Regulations or to any applicable Rule. It may also order the Organisation to redress the damage resulting from any irregularity committed by the Secretary-General.

d) The Tribunal shall be composed of three judges and three deputies, who shall not be members of the staff of the Organisation and shall be appointed by the Council for a period of three years from among persons of proven impartiality and who are jurists or otherwise highly qualified in labour law or civil service law or in the field of labour relations at the national or international level. The Council shall appoint the Chairman from among the judges, having regard to their judicial experience. The members of the Tribunal shall be of different nationalities and, overall, their selection shall ensure that the main legal systems of the Member countries of the Organisation are represented.

e) The other provisions relating to the Statute and operation of the Administrative Tribunal are set out in a Council Resolution annexed to these Regulations.

Last update: April 2009

Section I - Joint Advisory Board

Instructions

122/1 *The advisory body referred to in Staff Regulation 22 shall be the Joint Advisory Board, which shall be composed as follows:*

Chairman:	- *the Chairman of the Board, and his Deputy, shall be chosen by the Secretary-General from a list of six persons proposed by the Staff Association;*
Members:	- *three officials appointed by the Secretary-General,* - *three officials designated by the Staff Association, at least one of whom shall if possible be of the same grade as the official concerned;*
Secretary:	- *an official of the Executive Directorate.*

122/1.1 *The term of office of the Chairman of the Joint Advisory Board, and of the Deputy, shall be three years; it may be renewed.*

The Chairman of the Joint Advisory Board, and the Deputy, shall receive the same fees and indemnities as the Chairman of the Administrative Tribunal; while fulfilling their functions, the provisions of the Regulations for temporary staff members of the Organisation shall apply to them.

They shall be completely independent and impartial in the exercise of their duties; they shall not receive any instructions nor be subject to any constraint.

122/1.2 *The deliberations of the Joint Advisory Board shall be valid when its Chairman, or Deputy, and four of its members are present.*

122/1.3

a) Where an official, a former official or a duly qualified claimant to the rights of an official or former official wishes to have a dispute referred to the Joint Advisory Board, he shall submit a request to the Secretary-General within six months of the date on which he was notified of the decision by the Secretary-General that he is challenging.

b) As part of the request for referral to the Joint Advisory Board, he shall attach:

- *the challenged decision of the Secretary-General as mentioned in the preceding paragraph;*
- *the main reasons for requesting the opinion of the Joint Advisory Board;*
- *the main points on which he wishes the opinion to bear;*
- *and if he claims to have suffered damages, the documents he deems useful to the review of his claims in this respect.*

c) In exceptional cases, the Secretary-General may accept a request submitted after expiry of the time limit provided in paragraph a) above.

122/1.4 *The Board shall meet within two months of the request that it be convened, or at a later date if the official, former official or duly qualified claimant concerned so agrees.*

122/1.5 *The opinion of the Board is given after due hearing of the parties. The Secretary- General and the official, former official or duly qualified claimant concerned may attend the hearings and make oral statements. They may be aided or represented for this purpose.*

122/1.6

a) The Board may summon any member of staff of the Organisation to appear before it. It may also invite any other person to appear before it.

b) The Board may request the Organisation to provide it with any document the Board deems relevant. If

the holder of a confidential document regards this document as non-relevant or including sensitive information, he shall so inform the Chair. The Chair may refer the matter to the Secretary-General for decision. The Secretary-General will then notify the Board and the document's holder of his decision on the matter.

c) Any document submitted to the Board shall be submitted to the claimant and the Secretary- General.

d) The Chair shall take all decisions on whether to hear testimony from staff members and other persons, and all decisions related to the submission of documents. In taking such decisions, the Chair shall bear in mind the importance of protecting the interests of third parties.

122/1.7

a) The Chair shall take procedural decisions with a view to ensuring efficient proceedings, in light of the issues at stake.

b) Meetings of the Board shall not be public. Persons attending meetings of the Board may not disclose any information thereby acquired.

122/1.8 *The Board shall make recommendations by majority vote and transmit them to the Secretary-General within two months of the last meeting devoted to discussion of the dispute.*

122/1.9 *Within one month of receiving the opinion, the Secretary-General shall notify the official, former official or duly qualified claimant concerned of his/her decision and communicate to him/her the opinion of the Board.*

122/1.10 *If the opinion of the Board comprises recommendations of a general nature, these shall be communicated to the Staff Association.*

122/1.11 *Provided the official, former official, or duly qualified claimant concerned agrees, the opinion of the Board may be consulted in the Human Resource Management Service and forwarded to the Staff Association, after having eliminated any reference to the name of the official, former official, or duly qualified claimant concerned and of any person mentioned therein.*

Last update: April 2014

Section II - Re-evaluation Commission

Instructions

122/2

a) The Commission shall be composed as follows:

Chairman:	-	*the Chairman shall be designated by the Secretary-General from among the Deputies Secretaries-General, the Executive Director or the Head of Human Resource Management;*
Other Members:	-	*the two other Members shall be designated by the Secretary-General from among the officials of the Organisation.*

b) The Secretary-General may establish several Re-evaluation Commissions sitting in parallel.

c) When designating the Members of the Commission, the Secretary-General shall ensure that none of them has any direct hierarchical link with the official concerned.

122/2.1 *Subject to the provisions of Instruction 122/2.5, the deliberations of the Commission shall be valid only when its three Members participate in its work.*

122/2.2 *The Commission shall be assisted by a secretariat responsible for preparing its work and in particular gathering together all the necessary documentation. Secretariat services shall be provided by an official designated by the Executive Director.*

122/2.3 *An official wishing to contest a decision relating to his/her performance evaluation, periodic advancement or job classification must necessarily submit his/her claim to the Re- evaluation Commission within two months of the written notification of the decision concerned.*

122/2.4 *In the official's claim before the Commission, the official shall indicate the administrative decision he/she is contesting and the precise reasons which led him/her to contest it. The claim must include the documents contested together with any other items that the official considers support his/her claim. This claim shall constitute the prior request for the purposes of Article 3a) of the Resolution of the Council on the Statute and Operation of the Administrative Tribunal (Annex III to these Regulations).*

122/2.5 *Within ten working days of receiving the claim, the Chairman of the Commission shall examine whether it is admissible. The Chairman may declare it to be clearly inadmissible for the following reasons:*

a) when it does not challenge an individual decision relating to the performance evaluation, periodic advancement or job classification of the official concerned;

b) when it is submitted out of time;

c) when it does not meet the requirements of Instruction 122/2.4.

Where the Chairman declares the claim to be clearly inadmissible, he/she shall give reasons for his/her decision in writing. Where such is not the case, the claim shall be submitted to the Commission for consideration.

122/2.6 *The Commission shall examine the claim within one month of its being submitted or, as soon as possible thereafter, in the event of the inability to act of the Chairman or one of the other Members.*

122/2.7 *The Commission shall have access to that part of the personal files of officials dealing with career and, in cases where the dispute relates to a decision concerning performance evaluation or periodic advancement, to the opinions of the Management Group of the Directorate concerned or of the*

Management Review Board. It may summon any person it considers might be able to provide relevant information or expertise having regard to the subject of the dispute, and if it does so, the claiming official shall be informed accordingly.

122/2.8 *If he/she so wishes, the official concerned may ask to be heard by the Commission. In this case, the official may choose a member of staff to assist him/her.*

122/2.9 *The work of the Commission shall not be public. Any person taking part in the work of the Commission shall be bound to keep secret any information that came to his/her knowledge in these circumstances.*

122/2.10

a) Depending on the decision contested by the official, the Commission may propose to the Secretary-General:

i) a change in the global evaluation or rating of the performance of the official concerned;

ii) a change in the official's job classification.

The Commission may also recommend that the Secretary-General declare the claim inadmissible for the reasons referred to in Instruction 122/2.5 even in cases where the Chairman has not used his/her power under this Instruction.

b) The Commission shall adopt its opinion by majority vote and shall, within one month following completion of its review of the contested decision, send it to the Secretary-General.

122/2.11 *Within one month of receiving the opinion, the Secretary-General shall notify his/her decision to the official and send him/her the Commission's opinion. This decision can only be challenged before the Administrative Tribunal.*

Last update: April 2009

Section III - Administrative Tribunal

Instruction

122/3 *The Secretary-General's power to reply to the prior requests submitted by officials pursuant to Article 3 of the Resolution of the Council on the Statute and Operation of the Administrative Tribunal may be exercised by the Executive Director, except for decisions regarding the termination of the appointments of senior executive officials or dismissals.*

122/3.1 *The following may be present at public meetings of the Administrative Tribunal:*

- *officials on authorised leave;*
- *officials who, on account of their direct interest in the dispute that is the subject of the meeting, have obtained a special authorisation; such authorisations shall be issued by the Executive Director.*

Last update: September 99

Section IV - Specialist Medical Review Procedure

Instructions

122/4 *In all cases where the Secretary-General takes a decision based on a medical opinion and where the official concerned disputes the medical grounds thereof, the latter may, within 15 days from receipt of the written notification of the decision, request that the medical opinion on the basis of which the decision was taken be subject to a specialist medical review procedure.*

Last update: January 92

122/4.1 *When an official disputes a medical opinion, the doctor he/she designates shall consult with the doctor designated by the Secretary-General with a view to giving a joint opinion to be transmitted to the Secretary-General.*

Where the two doctors fail to reach agreement, and at the request of the official concerned, they shall nominate a medical specialist within 30 days from the date of contention of the medical opinion. If the two doctors are unable to agree as to whom the medical specialist shall be, the Secretary-General and the official concerned may request the Chairman of the Administrative Tribunal to nominate this medical specialist: the latter, or a member of the Tribunal whom he/she will designate, shall select the medical specialist from a list of medical specialists registered with the Court of Appeals of Paris, or - where appropriate - from an equivalent list in another Member country when the official concerned is in post in that country or is prevented from being present in metropolitan France. The medical specialist is selected among specialists in the category of disease in question, as determined by the doctors designated by the parties.

The chairman, or the member of the Tribunal whom he/she has designated, informs the [parties] of the name of the specialist he/she intends to designate as soon as the latter has accepted such designation. Any objection to such designation would be presented within a week. After consideration of any such objections, the chairman, or the member of the Tribunal whom he has designated, takes the final decision.

Last update: December 2006

122/4.2 *The medical specialist, assisted as necessary by the doctors designated by the Secretary- General and the official, shall carry out such examinations, analyses and other investigations as he deems necessary. The medical specialist shall render his/her opinion within 30 days of his/her nomination.*

However:

i) in cases where the decision of the Secretary-General

a) places the official on non-active status for medical reasons under Regulation 14 a) i);

b) refuses to allow the official to resume work at the end of a period of non-active status for medical reasons;

c) refuses payment of the invalidity annuity referred to in Rule 17/1.10 b);

d) refuses payment of a capital sum in the event of permanent total incapacity or invalidity under Rule 17/1.11;

the opinion shall be rendered by a medical board consisting of the medical specialist, the doctor designated by the Secretary-General and the doctor designated by the official; the board which shall be convened and chaired by the medical specialist, shall reach its conclusions by majority decision within 45 days of the appointment of the medical specialist.

ii) the medical specialist may also decide on his/her own initiative, or at the request of the official, to follow the medical board procedure as provided for under sub-paragraph i) above in cases other than those mentioned therein.

Last update: October 2006

122/4.3 *The opinion of the medical specialist or of the medical board shall relate exclusively to the medical opinion submitted to the review procedure under Instruction 122/4.*

122/4.4 *The official shall bear the cost of the specialist review procedure when it confirms the medical opinion on the basis of which the initial decision had been taken by the Secretary- General.*

122/4.5 *The conclusions of the medical specialist or of the medical board shall be communicated to the Secretary-General and the official concerned. Such conclusions shall be final, except where there is an obvious material error. The conclusions of the medical specialist may include, in the form of a separate document, considerations and justifications of a medical nature to be disclosed only to the doctor designated by the Secretary-General and the doctor designated by the official.*

Last update: November 2007

122/4.6 *The Secretary-General shall, where appropriate, take a new decision in accordance with the conclusions reached by common agreement by the doctors designated by himself/herself and the official or, in the event of specialist review, in accordance with the conclusions of the medical specialist or medical board, as soon as such conclusions are brought to his/her attention. Such decision shall be notified forthwith to the official concerned in writing. The new decision shall take effect on the same date as the original decision which it shall cancel and replace. The decision by the Secretary-General confirming his/her initial decision, or the new decision by the Secretary- General shall be, where appropriate, the decision by which the Secretary-General has rejected a prior request under the terms of Article 3 of the Resolution of the Council on the operation of the Administrative Tribunal and can only be challenged in front of the latter.*

Last update: November 2007

CHAPTER V - REPRESENTATION OF THE STAFF (Regulation 23)

REGULATION 23

The Staff Association shall represent all categories of the staff. It shall defend their professional interests, including moral and financial aspects. It shall cooperate in the workings of bodies whose terms of reference affect staff interests, on conditions specified in the instruments creating such bodies, in particular by representing the staff before or within such bodies.

The Secretary-General shall take all necessary steps to ensure constant liaison with the Staff Association and to facilitate the carrying out of its activities.

The Staff Association may submit to the Council, through the Secretary- General, written communications on any matter within its terms of reference. The Staff Association may also request the Secretary-General to propose to the Council that it hear an oral communication on such matters.

The Staff Association may be invited to present to the Executive Committee its views on any matter within its terms of reference, and to discuss them with it in accordance with arrangements to be agreed between the Chairman of the Executive Committee, the Secretary-General and the Staff Association.

Last update: September 2000

Section I - Staff Association

Instructions

123/1 *The main objectives of the Staff Association shall be:*

a) to protect the professional interests, including financial and non-material, of the staff as a whole and of the different categories thereof;

b) to improve the material living conditions of staff and to strengthen the links between members of staff of different nationalities;

c) to strengthen the links between the Organisation and the staff as a whole.

In pursuing its objectives, the Staff Association shall refrain from any activities of a political or purely national character.

123/2 *In pursuance of the main objectives defined in Regulation 23 and Instruction 123/1, the Staff Association:*

a) shall be consulted by the Secretary-General, in good time, on any proposed Regulation, Rule or Instruction and on any other proposed measure of a general and mandatory nature which would change the conditions of employment of the staff as a whole or of a category of staff; the opinion of the Staff Association shall be given within 30 days of being notified of the proposed text, unless a shorter or longer period has been mutually agreed;

b) may be consulted by the Secretary-General on, or draw the Secretary-General's attention to any other question of a general nature relating to the conditions of employment or work of the staff or a category of staff, even when such question applies to a particular case only;

c) shall nominate the staff representatives on any body where staff representation is provided for in the constitutive instrument;

d) shall take part, in accordance with the decisions of the Secretary-General, in the management and supervision of all services set up by the Organisation in the interests of the staff;

e) shall co-operate with the Secretary-General in improving the collective working and living conditions of the staff and shall submit to him/her any proposals which it deems appropriate for this purpose.

Last update: March 93

The Secretary-General shall inform the Staff Association of the action he intends to take on any of the proposals it has submitted to him/her.

123/3 *In pursuance of its objectives, the Staff Association may create and organise any service, subject to the agreement of the Secretary-General when such service is to make use of the resources of the Organisation.*

123/4 *The Staff Association shall include all members of staff except for those who have declared in writing that they do not wish to be members or that they wish to cancel their membership.*

The Articles of Association of the Staff Association, which must comply with the provisions of the Staff Regulations, Rules and Instructions, shall be approved by the members of the Association in accordance with the procedures laid down by the Articles.

The bodies of the Association shall be constituted in accordance with its Articles of Association and in such a way as to ensure that they are representative. They may, for this purpose, establish appropriate links with any trade union or professional organisations representative of the staff.

123/5 *The Secretary-General shall place at the disposal of the Staff Association material resources enabling it to carry out its activities. He/She shall, after consultation with the Staff Association, determine the conditions under which the Association may be provided with offices and meeting rooms and allowed to use official premises and means of communication, as well as facilities for reproducing, displaying and distributing documents.*

The Secretary-General shall likewise determine arrangements that can be made to help Staff Association representatives in carrying out their duties, as well as the human resources to be made available to the Association.

The fact that a person belongs to the Staff Association, participates in its activities or serves as an officer thereof shall not be allowed to affect adversely his/her professional situation or the course of his/her career.

At the request of the Staff Association, the ordinary contributions of members of the Association shall be collected by the Organisation by way of deduction from emoluments.

Last update: March 93

Section II - Joint Consultative Committee on Staff Relations

Instructions

123/6 *To promote co-operation between the Organisation and its staff and to provide a forum where consultation will normally take place between the Secretary-General and the Staff Association, a Joint Consultative Committee shall be set up.*

123/6.1 *The Joint Consultative Committee shall be composed as follows:*

Chairman:	- *the Secretary-General or a Deputy Secretary-General;*
Members:	- *the officials appointed by the Secretary-General to represent the Administration;* - *members of staff designated by the Staff Association in such a way as to ensure, depending on the questions to be dealt with, that all the categories of staff concerned (officials, consultants, auxiliaries or employees) are represented;*
Secretary:	- *an official designated by the Chairman of the Committee after consultation with the Staff Association.*

123/6.2 *The Joint Consultative Committee shall meet at regular intervals, at least four times per year, to consider all questions within the competence of the Staff Association and to advise the Secretary-General thereon. Communications pursuant to Instruction 123/2 a) shall, wherever possible, be made in sufficient time to allow the Joint Consultative Committee to formulate, where appropriate, an opinion in full possession of the facts. However, the Secretary-General and Staff Association may agree not to seek the advice of the Joint Consultative Committee on a given question.*

123/6.3 *The terms of reference of the Sub-Committee on Health, Safety and Working Conditions shall be established by an Instruction of the Secretary-General set out in Annex IV. The Committee may, with the agreement of the Secretary-General, create any other subsidiary body to assist the performance of its duties.*

Last update: December 99

123/6.4 *At the request of the Staff Association, the Chairman of the Committee may consult experts selected by him/her on the grounds of their personal qualifications, impartiality and experience, and in consultation with the Association, with a view to assisting the Committee.*

123/6.5 *The conclusions of the Joint Consultative Committee shall indicate any differences of opinion among its members.*

123/6.6 *The Secretary-General shall take due account of the conclusions of the Joint Consultative Committee when taking decisions.*

Last update: March 93

Section III - Trade Union and Professional Organisations

Instructions

123/7 *The Secretary-General shall place at the disposal of the representative trade union and professional organisations material facilities to enable them to conduct their activities within the framework of the Staff Association.*

123/7.1 *The Secretary-General, after consultation with the Staff Association, shall determine the conditions under which the said organisations may be provided with offices and meeting rooms and allowed the use of official premises as well as facilities for reproducing, posting up and distributing papers.*

123/7.2 *The Secretary-General shall similarly determine the conditions under which members of such trade union and professional organisations may be granted special leave of absence, dispensation from the exercise of their duties and special trade union training leave as well as mission orders not entailing expense for the Organisation.*

123/7.3 *The Executive Director shall grant such leave of absence, dispensation from the exercise of their duties and special leave and issue such mission orders, within the framework of the provisions laid down by the Secretary-General. The Executive Director shall take the necessary measures for implementing the provisions of Instruction 123/7.1.*

123/8 *The fact that a person belongs to a trade union or professional organisation or participates in any trade union activities or any functions of a trade union office shall not be allowed to affect adversely the professional situation of such a person or the course of his/her career.*

123/9 *The guarantees of the conduct of their activities granted to the said trade union and professional organisations comprise certain limits which are governed by the general interest of the Organisation and which such trade union and professional organisations undertake to observe. The said trade union and professional organisations may not engage in any action that would be contrary to the principles of staff representation as set forth in the Staff Regulations, Rules and Instructions.*

Last update: March 93

CHAPTER VI - FINAL PROVISIONS (Regulation 24)

REGULATION 24

a) **In the application of these Regulations, service as an official of the Organisation for European Economic Co-operation shall be considered as service as an official of the Organisation for Economic Co-operation and Development.**

b) **These Regulations may be amended by the Council, which shall pay due regard to the rights vested in officials at the time of the amendment.**

c) **These Regulations shall come into force on 30 September 1961.**

ANNEX I - RULES ON THE SALARY ADJUSTMENT METHOD FOR STAFF OF THE CO-ORDINATED ORGANISATIONS

CHAPTER I: GENERAL PROVISIONS

Article 1 **Duration of validity and subsequent amendments to the rules**

1.1 These rules shall determine the salary adjustment procedure for the four-year period from 1 January 2026 to 31 December 2029 and shall govern any adjustment in salaries recommended during that period. Should any amendments subsequently be made to these rules, no provision which ceases to apply shall give rise to vested rights.

1.2 Proposals to amend these rules as from 1 January 2030 shall be submitted for examination by the Co-ordinating Committee on Remuneration (CCR) before 1 March 2028. In the absence of any recommendation by the CCR, made by 30 June 2029 at the latest, either to prolong or amend these present rules with effect from 1 January 2030, the rules, as applicable in year 2029, shall be prolonged until 31 December 2030. Under such circumstances, in the absence of any recommendation by the CCR, made by 30 June 2030 at the latest, either to prolong or amend these rules with effect from 1 January 2031, the present rules, as applicable in year 2030, shall be prolonged until 31 December 2031.

1.3 In the event that no consensus has been reached by 31 March 2031, the CCR Chairperson shall submit his/her report to Governing bodies of the Co-ordinated Organisations (COs) on the different views expressed in the CCR, outlining as far as possible the broad lines of consensus, in accordance with Article 6 (c) of the Regulations concerning the Co-ordination system [154th CCR Report], by 30 April 2030 at the latest.

Article 2 **Frequency of adjustments**

2.1 Salary scales shall be adjusted annually at 1 January subject to the provisions in Articles 6 and 7.

2.2 Special adjustments may be made in accordance with the provisions in Article 8.

Article 3 **Procedure**

3.1 Every year, the CCR shall examine the proposals for salary adjustment submitted by the Secretaries/Directors-General in accordance with these rules.

3.2 The CCR shall make the recommendations necessary for the application of the present rules in accordance with sub-paragraphs (a), (b) and (c) of Article 6 of the Regulations concerning the Co-ordination system [154th CCR Report]. Recommendations concerning the adjustment of salaries at 1 January shall be made no later than 30 September of the preceding year referred to in Article 4.1.4 below.

3.3 When presenting reports on adjustment of salaries, the Secretaries/Directors-General shall inform their Governing bodies of the financial consequences for their respective budgets, resulting from the CCR recommendations.

3.4 For the calculation of the reference index set out in Article 4 below, the National Civil Services (NCS) of the reference countries shall provide the International Service for Remunerations and

Pensions (ISRP) with the relevant data available at 1 April to cover the reference period referred to in Article 4.1.3 and shall confirm this data no later than 15 July. Changes in relevant data after 15 July shall be taken into account in the next annual adjustment.

CHAPTER II: DEFINITIONS

Article 4 Definitions

For the purposes of the calculations provided for in these rules:

4.1 **Elements involved in the calculations aiming to ensure parallelism with NCS**

4.1.1 NCS shall mean the central government of the countries retained as reference for the calculations [see Appendix 1].

4.1.2 Remuneration for the reference NCS comprises the following elements:

- basic salary;
- other elements of normal remuneration [see definitions in Appendix 8].

4.1.3 Reference period shall mean the period from 1 July to 1 July preceding the 1 January annual adjustment, except for Spain for which the reference period shall mean the calendar period 31 December to 31 December of the year preceding the end of the reference period in the other reference countries.

4.1.4 The preceding year shall mean the year preceding the 1 January annual adjustment.

4.1.5 The reference countries are the following eight member countries of the COs: Belgium, France, Germany, Italy, Luxembourg, the Netherlands, Spain and the United Kingdom.

4.1.6 Reference index

4.1.6.1 The reference index is the calculation mechanism which aims to reflect a parallel evolution of salaries in the COs with those of national civil servants in the reference countries.

4.1.6.2 The final reference index shall result from the calculation of the weighted average of the changes in percentage in real terms in the net remuneration of comparable grades in the NCS of the reference countries, covering two reference periods with a weight of two-thirds for the reference period as defined in Article 4.1.3 and a weight of one-third for the preceding reference period. The changes in all comparable grades shall be aggregated by a weighted average across all reference countries on the basis of COs staff numbers and in accordance with Appendix 5. Should the evolution of the reference index be below 97.0 or above 103.0, the part beyond these thresholds shall be delayed to the next annual adjustment. The thresholds shall be used on an annual basis for the calculation of the reference index without being cumulated.

4.1.6.3 Comparable grades shall mean those grades of officials of NCS in the reference countries whose functions can be matched with staff of categories A and B of the COs or the equivalent levels as set out in a single spine [see Appendix 4].

4.1.6.4 Net remuneration in the NCS shall mean the simple average of net minimum and maximum salaries obtained from gross salaries, to which have been added all of the other elements that normally make up the remuneration of unmarried officials in the grade in question in the NCS, as defined in Article 4.1.2, after deduction of the amount of compulsory social contributions and of income tax levied by the central authorities on unmarried officials and calculated without taking into account non-automatic personal deductions.

4.1.6.5 The effect of variations from one year to another in a specific compulsory deduction made from the salaries of officials in the NCS, if a comparable and compulsory deduction is also made to the COs staff's salaries, shall be neutralised in order to avoid double-counting of these variations, in accordance with instructions set out in Appendix 7. The ISRP will determine the ensuing effect on an ad hoc basis with the reference countries concerned when there are changes in the salaries of civil service officials due to a variation in compulsory social

contributions.

4.1.6.6 Deductions from NCS salaries for benefits not granted to staff of the CO shall not be taken into account. A list of comparable and non-applicable compulsory deductions is attached in Appendix 6. This list will be updated when changes occur in the NCS or in COs during the lifetime of the Salary Adjustment Method. When necessary, it shall be attached to the CCR recommendation on the annual scale adjustment.

4.1.6.7 The weighted average of percentage changes in real terms shall mean the percentage arrived at after:

- first, calculating for each comparable grade in each NCS in the reference countries, the changes in real terms in the real net remuneration [see Articles 4.1.6.4, 4.1.6.5 and 4.1.6.6 above] by deflating the index for the trend in net nominal salaries by the consumer price index as defined in Appendix 3;
- second, calculating a specific intermediate reference index for each country of average changes in real terms for all comparable grades aggregated by the number of COs staff across all reference countries and in accordance with the weights defined in Appendix 5;
- third, and finally, calculating the reference country weighted average of the specific intermediate reference indices of the eight reference countries.

4.1.6.8 The weight per reference country to be used shall be fixed for the duration of the method and shall be the following: 8.6 for Belgium, 16.3 for France, 19.1 for Germany, 14.0 for Italy, 6.8 for Luxembourg, 9.2 for the Netherlands, 11.0 for Spain and 15.0 for the United Kingdom.

4.1.6.9 The above weights result from the following calculation: 50% shall be distributed proportionally according to the contribution of each reference country to the budget of each CO for 2021, weighted by the number of COs staff posted in each reference country. The remaining 50% will be equally allocated among the eight reference countries.

4.1.7 Consumer price indices

4.1.7.1 Consumer price indices, in addition to being used to deflate the index for the trend in net nominal salaries in NCS of the reference countries as defined in Article 4.1.5, shall also be used to reinject the price trend in each duty country within the Co-ordinated system to the final reference index, with the aim to reflect the average evolution of the disposable income in NCS of the reference countries in the adjustment of salaries of the COs.

4.1.7.2 The trend in prices shall be reflected by the relevant consumer price indices as indicated in Appendix 3.

4.2 **Elements involved in the calculations aiming to ensure equivalence in purchasing power**

4.2.1 Purchasing power parities

4.2.1.1 Purchasing power parities (PPP) are the statistical tool used to ensure that staff have an equivalent purchasing power wherever they are posted.

4.2.1.2 The PPP to be used in implementing these rules shall be those defined in Appendix 2.

4.2.2 Reference curves of purchasing power

4.2.2.1 The results of the calculations of the PPP constitute the central reference of a curve called the *reference curve of purchasing power*. This reference curve, which admits a range of plus or minus 2%, is obtained by applying the PPP coefficient of a country to the scale for Belgium.

4.2.2.2 The modalities of application of the PPP and the purchasing power reference curves are defined in Appendix 2.

CHAPTER III: ANNUAL ADJUSTMENTS OF BASIC SALARIES

Article 5 **Annual adjustments of basic salaries**

5.1 Subject to the provisions of Articles 6 and 7, the basic salaries of categories A, L, B and C or the basic salary levels as set out in a single spine, for staff posted in **Belgium**, shall be adjusted at 1 January following the reference period. The amount of this adjustment shall be equivalent to the change in percentage during the reference period resulting from the product of the relevant consumer price index as set out in Appendix 3 and the final reference index.

5.2 Subject to the provisions of Articles 6 and 7, the basic salaries of staff in categories A, L, B and C or under any other salary structure in force, posted in the **other countries**, shall be adjusted at 1 January following the reference period by the product of the final reference index referred to in Article 4.1.6.2 above and the relevant consumer price index; the salary adjustment indices shall be corrected by the PPP, in accordance with Article 4.2 and with Appendix 2, together with a coefficient neutralising any potential effect of the PPP curve for France in order to guarantee a relative equivalency in purchasing power between the scales of the countries concerned.

5.3 These percentage adjustments shall apply to basic salaries in force at 31 December of the preceding year.

CHAPTER IV: EXCEPTION CLAUSE

Article 6 **Exception Clause**

6.1 The Secretaries/Directors-General shall provide the CCR with forecast data of real Gross Domestic Product (GDP) as published by the OECD in June of year n.

6.2 When the reference index is above 100 and the average GDP growth rates of the eight reference countries, weighted according to the weights set out in Article 4.1.6.2, is equal or below -2%, and at least 6 reference countries have negative GDP figures, the salary scales shall be adjusted as follows:

- The provisions of Article 2.1 shall apply to salary scales subject to a negative annual adjustment index;
- For salary scales with a positive annual adjustment index, the provisions set out in Articles 4.1.7 and 4.2 shall be applied with effect from 1 January on the basis of a reference index set at 100, while the annual adjustment indices calculated in accordance with Article 4 in its entirety shall be applied with effect from 1 December of the year concerned. When the implementation of this mechanism results in a negative adjustment on 1 January, the adjustment of the salary scale(s) concerned shall be applied with effect from 1 December.

CHAPTER V: AFFORDABILITY

Article 7 Affordability

For the OECD, the following affordability clause entered into force on 1 January 2017 [see C(2013)112/FINAL]:

7.1

a) The Council reserves the right, if exceptional or unforeseen circumstances so warrant, to decide that the adjustment recommended by the CCR, to be applied on 1 January of the calendar year, be awarded in part or not at all and on the timing of any such adjustment during the calendar year.

b) The above-mentioned exceptional or unforeseen circumstances shall refer, but not be limited, to the following situations, provided that they result in a budgetary impact that compromises the delivery of the Organisation's work programme:

i) an economic and financial crisis affecting Member countries;

ii) the withdrawal of, or payment default by, one or more Member countries;

iii) an unforeseen external event causing exceptional financial damage to the Organisation or Member countries;

iv) an adjustment recommended by the CCR that, if applied, would cause a variation in the budgeted total staff expenditures of such magnitude that it would significantly disrupt the Organisation's ability to maintain the planned quality and volume of its outputs.

7.2 Decisions under article 7.1 shall be taken in accordance with the applicable general legal principles and after appropriate tripartite consultation.

7.3 The Council also reserves the right to determine whether any retroactive catch up or competitiveness adjustments should be made.

CHAPTER VI: CORRECTIVE MEASURES OF A TEMPORARY NATURE

Article 8 **Special and extraordinary adjustments of salaries**

8.1 Subject to notification to the CCR by the ISRP and to the Co-ordinated Organisations by the CCR Chair, salaries shall be subject to a special adjustment each time the national consumer price index of a given country shows an increase over three consecutive months within a given reference period of more than 7% and to an extraordinary adjustment each time the national consumer price month-on-month index of a given country shows an increase of more than 7% within a given reference period.

8.2 A special adjustment shall be equivalent to 7%, whereas an extraordinary adjustment of salaries shall be equivalent to the overall inflation trend measured from the reset point of inflation monitoring. Any special adjustment shall take effect the month following the month in which the threshold is exceeded; an extraordinary adjustment shall take effect the month following the month in which the month-to-month threshold is exceeded.

8.3 In case of a special or extraordinary adjustment, the monitoring of consumer price trends shall then be reset, taking the consumer price index of the first month during which the 7% threshold or the month during which the month-on-month 7% threshold was exceeded as the basis to further monitor inflation until the next special, extraordinary or annual adjustment.

8.4 Any special adjustment granted during the reference period used for the calculation of the annual adjustment at 1 January shall be deducted from this annual adjustment.

CHAPTER VII: OTHER ARRANGEMENTS

Article 9 **Flexible management of salaries**

9.1 After completion of the consultation process with staff in force in each Organisation, the Secretary/Director-General of a CO may make proposals to the Governing body of the Organisation concerned suggesting measures concerning flexible management of salaries. Such measures shall be implemented within the budgetary envelope decided by the Governing body of the Organisation concerned.

9.2 In the event that the Governing body of a CO decides to implement flexible management of salary scales, the salary scales as adjusted in compliance with Article 5, shall remain in force in each CO. They shall be used as the basis for the calculation of pensions payable under the terms of the Pension Scheme of the CO, as well as for pensions paid by any other Pension Scheme approved by the Governing body of a CO, which provides for the same method of adjustment.

9.3 A Governing body of an Organisation may seek the opinion of the CCR on measures relating to flexible remuneration management before introducing them. The CCR shall be kept informed of such measures after approval by the Governing body concerned.

Article 10 **Measures to apply in duty countries where small numbers of staff are assigned**

10.1 Notwithstanding Article 5, in countries where fewer than fifty persons are assigned by any one CO and where basic salary levels for B and C category staff or the equivalent levels as set out in a single spine cause serious management difficulties, the Secretary/Director-General of the organisation concerned may, after consulting with the CCR and after completion of the consultation process in force in each organisation, propose appropriate remuneration measures to their Governing body in order to take account of staff recruitment and retention difficulties specific to this organisation.

Article 11 **Studies**

11.1 The CRSG may propose to the CCR that salary benchmark studies be included in the work programme of Co-ordination. If a proposal for a study is agreed by the CCR, a concertation group consisting of up to two representatives of each Committee shall be established to agree the scope, methodology and timeline of any such study to be carried out. The CCR shall confirm its agreement to the study when the full details of the study have been agreed by the concertation group.

11.2 The CRSG shall report to Co-ordination on the outcome of any study undertaken.

11.3 The implementation of results of the study would require a CCR decision.

CHAPTER VIII: FINAL PROVISIONS

Article 12 Safeguarding parallelism

Where applicable, the effects of Articles 4.1.6 and 6 shall continue to apply in full after the expiry of the validity of the present rules governing the procedure for the adjustment of salaries set out in Article 1.

APPENDICES

APPENDIX 1:

National Civil Services – Definition of the notion of "central government"

APPENDIX 2:

Purchasing power parities and reference curves of purchasing power

APPENDIX 3:

Consumer price indices

APPENDIX 4:

National Civil Services – Grade equivalency with the Co-ordinated Organisations

APPENDIX 5:

National Civil Services – Weighting method to aggregate salary data from National Civil Services

APPENDIX 6:

National Civil Services – List of comparable and non-applicable compulsory deductions

APPENDIX 7:

Reference index – Non-double-counting clause

APPENDIX 8:

Elements considered as making up the normal remuneration in National Civil Services

APPENDIX 1

NATIONAL CIVIL SERVICES

DEFINITION OF THE NOTION OF "CENTRAL GOVERNMENT"

The definition of "central government" in the reference countries for the purposes of the rules set out in the Annex of the Staff Regulations is as follows:

Belgium: civil servants in the Federal Public Services

France: civil servants in the State civil service

Germany: civil servants in the Federal Ministries

Italy: civil servants of the Ministries of the Republic

Luxembourg: civil servants in the State civil service

Netherlands: civil servants in Ministries and higher Councils of State

Spain: civil servants in the State general administration

United Kingdom: civil servants in the Ministry of Defence; for grades in the Senior Civil Service, data is supplied by the Cabinet Office

APPENDIX 2

PURCHASING POWER PARITIES AND REFERENCE CURVES OF PURCHASING POWER

1. Purchasing Power Parities (PPP)

1.1 Calculation of the PPP

1.1.1 The PPP referred to in Article 4.2.1 of the Annex, are adopted by the Governing bodies based on proposals from the CCR based on the calculations by the ISRP and in co-operation with the Statistical Office of the European Union (Eurostat) with reference to Brussels.

1.1.2 The PPP shall be calculated in accordance with the statistical methodology developed and regularly assessed by statistical experts from the member countries of the European Union ("Article 64-65 Working Group" – Eurostat).

1.2 Update and aggregation of basic heading parities

1.2.1 Each basic component of the PPP shall be updated once a year in compliance with the method in force (see article 1.2.2 below).

1.2.2 The indices to be used to update the basic heading parities shall be the detailed harmonised indices of consumer prices (HICP), insofar as they are available. Failing that, the detailed national consumer price indices shall be used.

1.2.3 The consumption patterns used to calculate the PPP are those that are obtained from the most recent family budget surveys carried out by the ISRP and Eurostat. These surveys are carried out with the staff of international organisations every five to seven years.

1.3 Reference towns

1.3.1 As a general rule the parity used for the country as a whole is that which is calculated for the capital.

1.3.2 The parities for Germany, the Netherlands, the United Kingdom, Switzerland and Türkiye are exceptions to this rule, since they are respectively calculated by reference to Munich (rent element only), The Hague, Reading, Geneva (rent element only) and Istanbul (rent element only).

1.3.3 If, after consulting the National Statistical Institute concerned, the Secretaries/Directors-General of the CO are of the opinion that prices in another duty station in the country in question – in which a sufficient number of international civil servants is posted – differ significantly from those in the reference town, a study may be undertaken to determine whether adjustments should be made to take account of relative price levels.

1.4 Reference curves of purchasing power

The results of the established PPP calculations constitute the central reference of the curve of purchasing power. This reference curve to be calculated every year will be obtained by enlarging the results of the PPP calculations by plus or minus 2%, margins believed to include any statistical error, while guaranteeing relative equality in purchasing power between duty stations.

1.5 PPP effect on the annual salary adjustment

1.5.1 If, for a given country, the annual salary adjustment resulting from the product of the relevant consumer price index and the final reference index falls outside the limit of a "purchasing power reference curve", fixed at plus or minus 2% around the results of the calculation of the adjustment of the PPP provided for in paragraph 1.4 above, the adjustment shall be equal to the value situated at the upper or lower limit of the reference curve.

1.5.2 Any result from the annual salary adjustment calculated on the basis of the method described in Article 5.2 of the Annex that falls above the reference curve, shall result in a downward

adjustment to the plus 2% border of the reference curve, and consequently a reduction in the results produced by this method. A result below the reference curve shall lead to an upward adjustment to the minus 2% border of the reference curve and consequently an increase in the result reached by the method. The starting point for calculating a new salary adjustment (consumer price index times final reference index) shall be re-based after each application.

APPENDIX 3

CONSUMER PRICE INDICES

The specific consumer price index series to be used shall be the following:

i) the harmonised indices of consumer prices (HICP) for all duty countries where these series are officially available;

ii) if not, the national consumer price indices (CPI).

The indices to be used shall measure the trend in prices during the reference period as defined in Article 4.1.3 of Annex I to the Staff Regulations, Rules and Instructions applicable to Officials of the Organisation. Such indices shall be brought back to base 100 at the end date of the reference period of the previous adjustment.

APPENDIX 4

NATIONAL CIVIL SERVICES:

GRADE EQUIVALENCY WITH THE CO-ORDINATED ORGANISATIONS

CO GRADES	BELGIUM	FRANCE		GERMANY	ITALY
	Level min/max		Indices min/max		
A	NA51 - NA52	Directeur	1169 - 1379	B9	Dirigente I fascia
	NA42 - NA43	Chef de service	852 - 1318	B6	Dirigente II fascia
	NA24 - NA34	Sous-Directeur	746 - 1210	B3	Terza area - F7
	NA23 - NA25	Administrateur de l'Etat - 2e grade	708 - 1169	A16	Terza area - F6
	NA21 - NA23	Administrateur de l'Etat - 1er grade	488 - 849	A15	Terza area - F5
	NA12 - NA13	Attaché principal d'admin. centrale	505 - 826	A14	Terza area - F4
	NA11 - NA12	Attaché d'admin. centrale	395 - 678	A13	Terza area - F3
					Terza area - F2
					Terza area - F1
B	B3 - B5	Secrétaire admin. classe exceptionnelle	397 - 592	A12	Seconda area - F6
	B2 - B3	Secrétaire admin. classe supérieure	376 - 539	A11	Seconda area - F5
	B1 - B2	Secrétaire admin. classe normale	373 - 508	A9	Seconda area - F4
	C3 - C5	Adjoint admin. principal C2/C3	367 - 478	A8	Seconda area - F3
	C2 - C3	Adjoint administratif C1	366 - 387	A7	Seconda area - F2
	C1 - C2			A5	Seconda area - F1
				A4	

CO GRADES	LUXEMBOURG		NETHERLANDS	SPAIN			UNITED KINGDOM
		Indices min/max	scale 19		Level	Grade	
A	18	455 - 647	scale 18	Subdirector General	30	A1	Pay band 3
	17	440 - 625	scale 17	S.G. Adjunto	29	A1	Pay band 2
	16	410 - 560	scale 16	Consejero Técnico	28	A1	Pay band 1
	15	380 - 530	scale 15	Jefe Servicio	26	A1	B1
	14	360 - 485	scale 14	Jefe Seccion	24	A1	B2
	13	320 - 470	scale 13	Jefe Servicio	26	A2	
	12	290 - 425	scale 12				
	11	266 - 395	scale 11				
	10	242 - 362	scale 10				
B	13	320 - 470	scale 9	Jefe Seccion	24	A2	C1
	12	290 - 425	scale 8	Jefe Seccion	22	A2	C2
	11	266 - 395	scale 7	Jefe Negociado	20	A2	D
	10	242 - 362	scale 6	Jefe Negociado	22	C1	E1
	9	218 - 338	scale 5	Jefe Negociado	20	C1	E2
	8	203 - 311	scale 4				
	7	176 - 272	scale 3				
			scale 2				
			scale 1				

APPENDIX 5

WEIGHTING METHOD TO AGGREGATE SALARY DATA FROM NATIONAL CIVIL SERVICES

CO GRADES	2024 Staff numbers	BELGIUM	FRANCE	GERMANY	ITALY	LUXEMBOURG	NETHERLANDS	SPAIN	UNITED KINGDOM
A5-A7	867	NA51 - NA52 NA42 - NA43 NA24 - NA34	Directeur Chef de service Sous-Directeur	B9 B6 B3	Dirigente I fascia Dirigente II fascia	Grade 18 Grade 17 Grade 16	Scale 19 Scale 18 Scale 17 Scale 16	Subdirector General S.G. Adjunto	Pay band 3 Pay band 2 Pay band 1
A1-A4	9 323	NA23 - NA25 NA21 - NA23 NA12 - NA13 NA11 - NA12	Admin de l'Etat - 2e grade Admin de l'Etat - 1er grade Attaché principal admin.cent. Attaché d'admin. centrale	A16 A15 A14 A13	Terza area - F7 Terza area - F6 Terza area - F5 Terza area - F4 Terza area - F3 Terza area - F2 Terza area - F1	Grade 15 Grade 14 Grade 13 Grade 12 Grade 11 Grade 10	Scale 15 Scale 14 Scale 13 Scale 12 Scale 11 Scale 10	Consejero Técnico Jefe Servicio Jefe Seccion Jefe Servicio	B1 B2
B3-B6	5 126	B3 - B5 B2 - B3 B1 - B2 C3 - C5	Secrétaire admin. classe exc. Secrétaire admin. classe sup. Secrétaire admin.classe normale Adjoint admin.principal	A12 A11 A9 A8	Seconda area - F6 Seconda area - F5 Seconda area - F4 Seconda area - F3	Grade 13 Grade 12 Grade 11 Grade 10 Grade 9	Scale 9 Scale 8 Scale 7 Scale 6 Scale 5	Jefe Seccion Jefe Seccion Jefe Negociado Jefe Negociado	C1 C2 D
B1-B2	376	C2 - C3 C1 - C2	Adjoint administratif	A7 A5 A4	Seconda area - F2 Seconda area - F1	Grade 8 Grade 7	Scale 4 Scale 3 Scale 2 Scale 1	Jefe Negociado	E1 E2

APPENDIX 6

LIST OF COMPARABLE AND NON-APPLICABLE COMPULSORY CONTRIBUTIONS

National Civil Services		Co-ordinated Organisations	
Country	**Contributions**	**Comparable**	**Not applicable**
BELGIUM			
	Assurance maladie-invalidité (AMI)	X	
	Fonds des pensions (FPS)	X	
	Retenue sur pécule de vacances	X	
	Cotisation spéciale de Sécurité Sociale	X	
FRANCE			
	Cotisation retraite calculée sur salaire de base	X	
	Cotisation retraite additionnelle calculée sur les primes	X	
	Contribution Sociale Généralisée (CSG)	X	
	Contribution au Remboursement de la Dette Sociale (CRDS)		X
GERMANY			
	Krankenversicherung (Basistarif)	X	
	Pflegeversicherung	X	
ITALY			
	Pensione	X	
	Pensione contri	X	
	Fondo Credito		X
	Opera previdenza		X
LUXEMBOURG			
	Caisse maladie	X	
	Caisse retraite	X	
	Assurance dépendance	X	
NETHERLANDS			
	OuderdomsPensioen/NabestaandenPensioen (OP/NP)	X	
	Arbeidsongeschiktheidspensioen (AOP)	X	
	ZorgVerzekeringsWet (ZVW)	X	
	Wet langdurige zorg (WLZ)	X	
	Algemene Ouderdomswet (AOW)	X	
SPAIN			
	Mutualidad General	X	
	Derechos Pasivos (Pensions)	X	
UNITED KINGDOM			
	National Insurance Contribution (NIC)	X	
	Pension contribution	X	

This list will be updated each year by the ISRP after consultation and validation by the reference countries.

APPENDIX 7

NON DOUBLE-COUNTING CLAUSE

These instructions refer to Article 4.1.6.5 of the Annex I to the Staff Regulations:

4.1.6.5 "The effect of variations from one year to another in a specific compulsory deduction made from the salaries of officials in the NCS, if a comparable and compulsory deduction is also made to the CO staff's salaries, shall be neutralised in order to avoid double-counting of these variations, in accordance with instructions set out in Appendix 6. The ISRP will determine the ensuing effect on an ad hoc basis with the reference countries concerned when there are changes in the salaries of civil service officials due to a variation in compulsory social contributions."

1. Calculation

For the application of the non-double-counting clause provided for in Article 4.1.6.5 of the Annex, the effect of variation of the compulsory social contributions, from one year to the next, on the evolution of net salaries, shall be measured in the NCS and in the COs.

2. Impact in the NCS

The reference index shall be calculated as defined in Article 4.1.6 in the Annex. A second index shall also be calculated which neutralises the changes to social costs which are comparable to those in the COs. The ratio between these two indices measures the impact of the variations to compulsory social contributions in NCS on the trend in net salaries in the eight reference NCS.

3. Impact in the COs

An average of the compulsory social contributions in all Organisations shall be established by weighting the average contribution rate in each Organisation by their respective number of staff. The comparison of the trends in COs' salaries by applying this rate, as well as with the corresponding rate for the previous year, measures the impact of the variation in compulsory social contributions on COs' salaries.

4. Annual correction

The comparison of the impact of the changes to comparable compulsory social contributions in the NCS and in the COs determines the part which needs to be neutralised in the calculation of the reference index. The reference index will be positively or negatively adjusted by the common factor between the impact in the NCS and that of the COs.

5. Assessment after three years

At the end of each three-year period, the annual impacts of variations in compulsory social contributions in the NCS and in the COs are cumulated. The reference index is corrected in the same way as for an annual correction, but includes the deduction of the annual corrections already made in years 1 and 2.

APPENDIX 8

ELEMENTS CONSIDERED AS MAKING UP THE NORMAL REMUNERATION IN NATIONAL CIVIL SERVICES

BELGIUM	- Basic salary - Holiday pay (*pécule de vacances*) - End-of-year allowance (*allocation de fin d'année*)
FRANCE	- Basic salary - Premiums
GERMANY	- Basic salary
ITALY	- Basic salary - Year-end allowance (*13ª mensilità*) - Administrative allowance (*indennità di amministrazione*) - Remuneration according to position (*retribuzione di posizione*)
LUXEMBOURG	- Basic salary - End-of-year allowance (*allocation de fin d'année*) - Lunch allowance (*allocation repas*)
NETHERLANDS	- Basic salary - End-of-year allowance - Holiday allowance
SPAIN	- Basic salary - Seniority payment (*trienios*) (including 13th and 14th months) - Level payment (*complemento de destino*) (including 13th and 14th months) - Specific supplement attached to a post (*complemento especifico*) (including 13th and 14th months) - Merit pay (*complemento de productividad*)
UNITED KINGDOM	- Basic salary

ANNEX I bis - METHOD OF ADJUSTMENT FOR THE ALLOWANCES/SUPPLEMENTS EXPRESSED IN ABSOLUTE VALUE

Article 1: Purpose

1.1 The present Rules define the adjustment method for the monthly amounts of the allowances/supplements of the Co-ordinated Organisations expressed in absolute value within the scope of Co-ordination, as set out in the Regulations concerning the Co-ordination system, save where a specific adjustment method is defined.

Article 2: Frequency of adjustments

2.1 The allowances/supplements expressed in absolute value shall be adjusted annually at 1 January, as from the date of entry into force of these Rules.

2.2 Special adjustments may be made in accordance with the provisions of Article 6.

Article 3: Procedure

3.1 *Dossier for reviews*

3.1.1 Every year the Co-ordinating Committee on Remuneration (CCR) shall examine the proposal for adjusting the monthly amount of the allowances/supplements expressed in absolute value submitted by the Committee of Representatives of the Secretaries/Directors-General (CRSG) in accordance with these Rules.

3.2 *Recommendations*

3.2.1 The CCR shall make the recommendations necessary for the application of the present Rules in accordance with sub-paragraphs (a), (b) and (c) of Article 6 of the Regulations concerning the Co-ordination system. Recommendations concerning the adjustment to the monthly amount of the allowances/supplements expressed in absolute value at 1 January shall be made by 30 September of the preceding year at the latest, as referred to in Article 4.3.

3.2.2 For the calculation of the average trend index referred to in Article 4.5 hereunder, the reference countries shall provide the International Service for Remunerations and Pensions (ISRP) with the relevant data as applicable on 1 July and relating to the reference period referred to in Article 4.2, and confirm this data by 15 July at the latest. Changes in the relevant data after that date shall be taken into account in the next adjustment.

Article 4: Definitions

For the purposes of the calculations provided for in these Rules:

4.1 The "reference countries" shall mean the reference countries considered as such in the remuneration adjustment method in force;

4.2 The "reference period" shall mean the period from 1 July to 1 July of the year preceding the annual adjustment at 1 January;

4.3 The "preceding year" shall mean the year preceding the annual adjustment at 1 January;

4.4 For the reference countries, the "dependent child allowance" shall mean the allowances in force in the reference countries, validated by the reference countries' representatives and listed in Appendix 1;

4.5 The "average trend index" of dependent child allowances in the reference countries shall be

calculated as the weighted average of percentage changes during the reference period of the monthly dependent child allowance amounts in the reference countries;

4.6 The "weighted average of percentage changes" shall mean the percentage obtained as a result of the following calculations:

4.6.1 first, calculating, for each reference country, the average dependent child allowance amount paid for three dependent children;

4.6.2 second, calculating the trend index of this average amount;

4.6.3 third, and finally, calculating the weighted average of the reference country indices by giving each reference country its respective weighting as defined in the remuneration adjustment method in force.

4.7 For the evolution of consumer prices

4.7.1 The trend in consumer price indices shall be reflected by the consumer prices indices referred to in Appendix 2.

4.8 For the equivalency of monthly amounts, regardless of the duty country

4.8.1 The equivalency of monthly amounts, regardless of the duty country, shall be reflected by the purchasing power parities applicable in the duty country as defined in Appendix 3 or by any other method of calculating the cost-of-living differentials in force as of the adjustment date.

Article 5: Annual adjustment of the allowances/supplements expressed in absolute value

5.1 *Amounts in Belgium*

5.1.1 The monthly amounts used for the allowances/supplements expressed in absolute value in force in Belgium shall be adjusted on 1 January following the reference period. The adjustment shall correspond to the average trend index during the reference period, calculated in accordance with Article 4.5.

5.2 *Amounts for other countries*

5.2.1 For other countries, the monthly amount shall be calculated by applying, on an annual basis, to Belgium's monthly amount the purchasing power parities as defined in Appendix 3 or any other method of calculating the cost-of-living differentials in force at the adjustment date.

Article 6: Special adjustment of the allowances/supplements expressed in absolute value

6.1 Each time that, within the reference period, the relevant consumer price index in a country, as defined in Article 4.7, shows an increase over three consecutive months of more than 7%, the CCR, upon being informed by the International Service for Remunerations and Pensions (ISRP), shall send to the Governing bodies of the Co-ordinated Organisations a recommendation providing for a special adjustment to the monthly amounts for the allowances/supplements expressed in absolute value. The first of the three consecutive months shall fall within the reference period.

6.2 Each time that the 7% threshold is exceeded, the special adjustment granted shall be equal to the threshold, i.e. 7%. Special adjustments shall take effect the month following the first month in which the threshold is exceeded.

6.3 The 7% threshold is measured as from 1 July of the beginning of the reference period or, if a special adjustment has already been granted during this period, from the date of effect of this special adjustment.

6.4 Any special adjustment granted during the reference period used for the calculation of the adjustment at 1 January, shall be deducted from the following adjustment.

Article 7: Date of entry into force

7.1 These Rules shall enter into force on 1 January 2017.

7.2 Should any subsequent amendments be made to these Rules, no provision which ceases to apply shall give rise to vested rights.

Article 8: Reviewing the method

8.1 When substantial modifications are made to the dependent child allowance for a reference country that would prevent the ISRP from calculating the average trend according to agreed and relevant statistical standards, the method shall be reassessed at the request of the CCR, the CRSG or the CRP.

APPENDIX 1

LIST OF DEPENDENT CHILD ALLOWANCES IN THE EIGHT REFERENCE COUNTRIES

(DATA SOURCE)

Belgium	Agence fédérale pour les allocations familiales / Allocations familiales de base
France	Service public de la Sécurité sociale / Montants des prestations familiales
Germany	Familienkasse der Bundesagentur für Arbeit / Kindergeld
Italy	Instituto Nazionale Previdenza Sociale / Assegno al nucleo familiare / Nuclei familiari con entrambi genitori e almeno un figlio minore
Luxembourg	Inspection générale de la Sécurité sociale / Paramètres sociaux / Allocations familiales
Netherlands	Sociale Verzekeringsbank / Algemene Kinderbijslagwet (AKW)
Spain	Ministerio de Empleo y Seguridad Social / Trabajadores / Prestaciones familiares
United Kingdom	GOV.UK / Child Benefit rates

APPENDIX 2

CONSUMER PRICE INDICES

The specific consumer price index series to be used shall be the following:

i) the Harmonised Indices of Consumer Prices (HICP) for the reference countries, as well as for all other countries where these series are officially available;

ii) if not, the national Consumer Price Indices (CPI).

APPENDIX 3

PURCHASING POWER PARITIES

1. Purchasing Power Parities (PPP)

1.1 *Calculation of the PPP*

1.1.1 The PPP referred to in Article 4.8 of the Annex, are adopted by the Governing bodies based on proposals from the CCR based on the calculations by the International Service for Remunerations and Pensions (ISRP) and in co-operation with the Statistical Office of the European Union (Eurostat) with reference to Brussels.

1.1.2 PPP shall be calculated in accordance with the statistical methodology developed by statistical experts from the Member States of the European Union ("Article 64 Working Group" – Eurostat).

1.2 *Update and aggregation of basic heading parities*

1.2.1 Each basic component of the PPP shall be updated once a year in compliance with the method in force (see paragraph 1.2.2 below).

1.2.2 The indices to be used to update the basic heading parities shall be the detailed Harmonised Indices of Consumer Prices (HICP), insofar as they are available. Failing that, the detailed national consumer price indices shall be used.

1.2.3 The consumption patterns used to calculate the PPP are those that are obtained from the most recent family budget surveys carried out by the ISRP and Eurostat. These surveys are carried out with the staff of international organisations every five to seven years.

1.3 *Reference towns*

1.3.1 As a general rule the parity used for the country as a whole is that which is calculated for the capital.

1.3.2 The parities for Germany, the Netherlands, the United Kingdom and Switzerland are exceptions to this rule, since they are calculated by reference to Munich, The Hague, Reading and Geneva respectively.

1.3.3 If, after consulting the National Statistical Institute concerned, the Secretaries/Directors-General of the Co-ordinated Organisations are of the opinion that prices in another duty station in the country in question – in which a sufficient number of international civil servants is posted – differ significantly from those in the reference town, a study may be undertaken to determine whether adjustments should be made to take account of relative price levels.

ANNEX I ter - METHOD FOR THE THREE- YEAR REVIEW OF THE CEILINGS OF THE EDUCATION ALLOWANCE (EDU)

This annex is implemented following the adoption by the OECD Council of the new method for the triennial review of education allowance ceilings provided for in the 276th CCR report and its appendix[28]

1. Scope

The three-year review shall be made for the ceilings of the Education Allowance for the **28 countries** for which salary scales are calculated.

2. Basis of the 3-year adjustment mechanism

a) The approach shall be based on the evolution of tuition fees of six categories of fee-paying international Schools;

b) The school cycles retained shall be primary and secondary;

c) A minimum of 4 schools per school cycle per country shall be retained;

d) Tuition fees collected shall refer to the first year of each school cycle, as published on public website of the schools in the sample, and in accordance with the levels of education set by the International Standard Classification of Education 2011 (ISCED 2011);

e) With the new regulations governing the EDU entering into force for school and academic years starting after 1 January 2021, the sample to be retained as the basis for the calculation of the 3-year assessment should then reflect tuition fees collected by the International Service for Remunerations and Pensions (ISRP) for the school year 2019-2020 (school year 2020 for countries in the Southern hemisphere);

f) The subsequent set of tuition fees shall be collected for the same schools and the same categories for school year 2022-2023 (school year 2023 for countries in the Southern hemisphere). The adjustment of EDU ceilings resulting from this first 3-year assessment shall be applicable on 1 January 2024. Succeeding assessments shall follow the same procedure.

g) Tuitions fees shall be collected online, and when not available, schools shall be contacted directly by email by the ISRP. The ISRP shall collect data in October for countries with school or academic cycles starting in September and in February for countries with school or academic cycles starting in January.

3. Categories of fee-paying international Schools

a) European (CAT II)

European schools, category II fees

b) British (COBIS)

Council of British International School members or accredited schools

c) American

Schools receiving assistance from the U.S. Department of State

d) Deutsche Schule

[28] See documents C(2022)48 and C/M(2022)16

Schools within the Weltverband Deutscher Auslandsschulen network

e) Lycée Français

Schools in association with l'Agence pour l'enseignement français à l'étranger (AEFE)

f) IB School

Fee-paying schools offering the International Baccalaureate

4. Criteria for the selection of schools

a) Only one school shall be retained per category and per country;

b) International schools most commonly are located in the capital cities or major economic/financial centres of a country. Therefore for all categories, excluding those offering the International Baccalaureate (IB schools), whenever there is more than one institution for the same category (e.g. two British schools in a given country), the institution closest to the duty station with the major concentration of CO staff shall be retained;

c) Whenever there are no institutions for certain categories of schools, additional IB schools may be included in the list, with the aim to ensure a sufficiently large sample of at least eight school prices. Iceland shall not be included in the list as most schools are publicly financed and there are not enough fee-paying schools to be included in the sample;

d) Regarding the IB schools, bearing in mind the objectivity intended from the overall exercise, the first institution (and for a number of countries the single one in the sample) may be located in the capital or at another major economic/financial centre in the country if the size of the school suggests such a choice. However, whenever additional IB schools (or a similar programme when non-existent in a given country) are included in the sample, the institution(s) closest to the duty station with the major concentration of a CO's staff will be prioritised, taking into account the size of the school rather than the number of pupils being children of the CO's staff.

5. Application of the 3-year mechanism

a) Every three years after the new regulations governing the EDU enter into force, the average evolution of school fees is to be compared to the evolution of the EDU ceilings based on the Dependent Child Supplement (DCS) over the same time period. If the difference between the two factors shows a gap equal or above 9%, the ceilings are then re-adjusted by the magnitude of such difference; e.g. if in a given country the tuition fees show an average increase of 12% over 3 years, while the ceilings for the EDU were adjusted through the DCS by 2% over the same period, then the ceilings of the EDU are re-adjusted by +9.8 (1.12 ÷ 1.02 x 100).

b) The calculation of the threshold requires that more than one third of the sample (with a minimum of 4 school prices) shows a trend in education fees equal or above 9%. The two criteria (value of the threshold and number of schools in the sample) are cumulative (e.g. if the sample of schools in a given country is composed of only 8 school prices, at least 4 of those prices must show a trend equal or above 9%, and the average evolution of the tuition fees from all schools in the sample must also total equal or above 9%).

If the criteria are not met and as result the ceilings are not re-adjusted, the 3-year evolution measured during that assessment shall be retained for the succeeding review (e.g. if the average evolution of tuition fees in a given country is equal to 6% between 2019-2020 and 2022-2023, that 6% trend would be retained for the subsequent 3-year review, with the school cycle 2025-2026).

ANNEX II - NOTES ON THE STAFF REGULATIONS

In adopting the Staff Regulations, the Council:

1. **NOTED** that by reason of Article 11.2 of the Convention on the Organisation for Economic Co- operation and Development and of OECD Staff Regulation 2, Member governments undertake not to give any instructions to any person in the service of the Organisation;

2. **AGREED** that with regard to Regulation 15 b) of the Staff Regulations, the Secretary-General is instructed to review the position after the introduction of new salary scales to be effected in the near future and within not more than two years, in the light of other circumstances existing at the time, and to report to the Council on this matter;

3. **APPROVED** the following interpretations:

   - The principle of geographic distribution set forth in Regulation 7 b) applies to senior staff, i.e. under present practice, staff in category A and some staff in category B. It is however understood that this in no way excludes the recruitment of officials of various nationalities in other grades so far as this does not involve the Organisation in additional expense.
   - Regulation 19 refers to the detailed rules approved by the Council of the OEEC for the periodic revision of staff remuneration [C/M(60)20, approving document C(60)163]. These rules establish the procedure and timing for reviewing the level of remuneration, the conditions under which variations in the cost of living and the standard of living are taken into account and the conditions under which the Secretary-General adjusts salaries following such reviews.
   - The expression "vested rights" in Regulation 22 c) and 24 b) means that amendments to the staff Regulations or Rules cannot deprive officials of any financial or other benefit which has accrued under these texts before their amendment.
   - Regulation 24 a) records that there is no discontinuity as regards service where an OEEC official remains on the staff of the OECD. This implies that, as a result of the coming into force of the new Convention, officials will not be dismissed - and therefore not receive any payment on dismissal (Provident Fund) - nor be reappointed - and therefore not receive any payment on reappointment (installation allowance).

Last update: October 2002

ANNEX III - RESOLUTION OF THE COUNCIL ON THE STATUTE AND OPERATION OF THE ADMINISTRATIVE TRIBUNAL

(Adopted on 12 December 1991)

[See Regulation 22 c), d) and e)]

Article 1

Jurisdiction of the Tribunal

a) The Administrative Tribunal of the OECD shall have jurisdiction over applications filed in the cases provided for under the Staff Regulations, and the Regulations for Council experts and consultants, auxiliaries or employees.

b) The Tribunal shall also have jurisdiction over applications filed by the Staff Association or a trade union or professional organisation in respect of any act affecting them or directly prejudicing any rights accorded to them under the Regulations, Rules and Instructions applying to the officials of the OECD, Council experts and consultants, auxiliary staff or employees.

c) The Tribunal shall have jurisdiction over applications filed by persons who are not members of staff of the Organisation, challenging the refusal of their application for appointment to functions governed by the above-mentioned Regulations, where it is alleged that such refusal was the result of discrimination based on the grounds of racial or ethnic origin, nationality, opinions or beliefs, gender, sexual orientation, health or disabilities.

Last update: January 2011

Article 2

Rules of Procedure

The Administrative Tribunal of the Organisation shall, subject to the provisions of this Resolution, establish its own Rules of Procedure.

Last update: January 92

Article 3

Written Request prior to the filing of Applications

a) Subject to the provisions of Article 4 b) below, applications to the Administrative Tribunal shall not be admissible unless the applicant has given the Secretary-General a prior written request for withdrawal or modification of the contested decision, and the Secretary-General has rejected such request or has not replied within a period of one month. Such prior request shall be given to the Secretary-General within two months from the date of notification of the contested decision in the case of members of staff, the Staff Association or trade unions or professional organisations, or within four months from the date of such notification in the case of former members of staff or duly qualified claimants to the rights of members of staff or former members of staff.

b) In the case of applications referred to in Article 1 c) above, the time limit for submitting a prior written request to the Secretary-General shall be two months from the date of the notification to the job applicant of the rejection of his application. Such notification of rejection shall set out the terms of Articles 1 c) and 3 a), b) and c) of the present Resolution.

c) An additional period of two months for submitting such a prior written request shall be accorded to

persons resident outside metropolitan France.

d) In exceptional cases, the Secretary-General may accept a request submitted after expiry of these time limits.

Article 4

Filing of Applications

a) Applications shall be filed with the Registry of the Tribunal within three months from the date of notification of the rejection by the Secretary-General of the prior request or from the date of the implied refusal of such request. However, in exceptional cases, the Administrative Tribunal may admit applications filed after such time limit has expired.

b) If the applicant has referred the dispute to the Advisory Board or the Re-evaluation Commission, the application shall not be submitted to the Tribunal until the applicant has received notification of the decision of the Secretary-General taken after the opinion of the Advisory Board or the Commission. In such cases, the time limit laid down in paragraph a) above, shall run as from the date of notification of this decision.

Last update: April 2009

c) Applications shall be in writing; they shall set out all grounds of complaint invoked by the applicant and shall be accompanied by any documentary evidence in support thereof. When the application refers to the intention of the applicant to submit an expanded statement in which the grounds for such application will be amplified or supplemented, such expanded statement must be submitted at the latest one month after expiry of the time limits for filing applications. Should this time limit not be observed, the applicant shall be deemed to have withdrawn the application at the date of expiry of this time limit, even if the expanded statement is produced subsequently, unless the Chairman extends the time limit or the Tribunal judges the case to be exceptional.

d) Although the filing of applications shall not suspend the application of contested decisions, the Secretary-General, during the period within which applications may be filed or while the proceedings are under way, shall endeavour not to take any further steps which would alter the situation within the OECD to the detriment of the applicant and would thereby render impossible the redress claimed by the latter, should the Tribunal find the application well-founded.

Article 5

Intervention in the Proceedings by Third Parties

a) Any person entitled to file an application before the Tribunal may intervene in a case on the ground that he/she has rights which may be affected by the Tribunal's judgment. The Tribunal shall rule on the admissibility of such intervention. Should the Tribunal find that the principal application was well-founded, any person who intervened in support of the submissions made therein shall have the same rights, mutatis mutandis, as the applicant.

b) When it appears from the submissions in the application that, were they to be accepted by the Tribunal, the judgment would adversely affect the rights of a third party, such person shall receive a copy of the application and be invited to participate in the proceedings. Should he/she accept such invitation and submit comments, he/she shall be joined as party to the proceedings.

c) The Staff Association may, if requested by the applicant, submit written comments on the case before expiry of the time limit for submission of the reply.

Article 6

Pre-hearing Procedure

a) The Rules of Procedure shall specify how and when the written comments of the parties, together with any supporting documentary evidence, shall be submitted.

b) The Tribunal may order any measure of investigation and may require the production of any document which it deems useful for the consideration of applications before it. Documents so produced shall also be communicated to the Secretary-General and the applicant.

c) Between sessions, the Chairman or other judge designated by the Chairman for that purpose shall make interim decisions on all measures requested of him/her.

d) Where the Chairman of the Tribunal holds that an application is clearly inadmissible or devoid of merit, the Chairman may instruct the Registrar to take no further action on it until the next session of the Tribunal. Such ruling shall suspend all procedural time limits. After considering the application and, where appropriate, the opinion of the Advisory Board or the Re-evaluation Commission, the Tribunal may either summarily dismiss the application, by unanimous decision, as being clearly inadmissible or devoid of merit, stating the grounds therefor, or it may decide to proceed with the case in the normal way.

Last update: April 2009

Article 7

Convening of the Tribunal

a) The Tribunal shall be convened by its Chairman.

b) The Tribunal shall, as a general rule, hear cases within six months of the filing of the application.

c) In fixing the date of sessions, the Chairman may depart from the general rule laid down in paragraph b) of this Article for the purpose, inter alia, of enabling several cases to be dealt with at one session, provided that the period specified shall in no case exceed eight months.

Article 8

Composition of the Tribunal

a) In the event of the absence or inability to act of the Chairman, he/she shall be replaced by the deputy designated by him/her. The Chair shall be taken by the judge who has served for the longest period or, in cases of equal seniority, by the oldest judge.

b) In the event of the absence or inability to act of one of the judges, he/she shall be replaced by the deputy designated by the Chairman.

c) In the event of the death, resignation or prolonged inability to act of the Chairman, a judge or a deputy, a new appointment shall be made for the unexpired term.

d) The Tribunal shall not be validly constituted unless three members are present.

e) The judges and deputies shall be impartial and completely independent in the exercise of their duties.

Article 9

Registry of the Tribunal

a) After consulting the Chairman of the Tribunal and the Staff Association, the Secretary-General shall appoint the Registrar of the Tribunal and a Deputy Registrar to assist and where necessary take the place of the Registrar.

b) In the performance of their duties, the Registrar and Deputy Registrar shall be answerable only to the Tribunal.

Last update: January 92

Article 10

Hearings of the Tribunal

a) The hearings of the Tribunal shall be in public unless the Tribunal decides otherwise, either on its own initiative or at the request of one of the parties. Part or all of the hearing may be held *in camera*. Hearings in any case involving matters of discipline shall be held *in camera*.

b) The parties to the proceedings and, in cases where it has submitted written comments in accordance with Article 5 c), the Staff Association may attend the hearing and address the Tribunal orally in support of submissions contained in their written statements. They may be assisted or represented for this purpose. The Staff Association may, in all cases, nominate a representative to attend hearings before the Tribunal. The Tribunal may authorise such representative to address them briefly.

c) Any person having attended a hearing of the Tribunal held *in camera* shall observe the strictest secrecy concerning any facts that may have come to his/her knowledge or any opinions expressed in the course of the proceedings.

d) At the request of one of the parties and with the consent of the other parties, the Chairman may direct that the case shall proceed without an oral hearing.

e) The deliberations of the judges shall be in secret and no other person shall be present.

Article 11

Witnesses

a) The Tribunal shall hear any witnesses whose evidence it deems useful. Should a witness be unable to attend the hearing of the Tribunal, the witness may be invited to reply in writing to the questions put to him/her.

Last update: January 92

b) Any member of the staff of the Organisation called as a witness shall appear before the Tribunal and may not refuse to give the information requested. Should an a staff member fail to meet these obligations, the Tribunal may, if it does not consider such failure justified, impose a fine of such amount as it shall see fit, without prejudice to any disciplinary measure by the Secretary-General. However, a witness may refuse to give information for reasons of professional secrecy which the Tribunal accepts as justified, having regard to the general principles of law.

Article 12

Judgments of the Tribunal

a) Judgments of the Tribunal shall be by majority vote and in writing. They shall address the grounds relied upon by the parties and state the reasons on which they are based.

b) Judgments shall not be subject to appeal except for purposes of rectification of error ("erreur matérielle"), revision or interpretation.

c) Within one month from the date of notification of the annulment by the Tribunal of a decision of the Secretary-General, the Secretary-General may, in exceptional cases, where he deems it impossible or inadvisable to take the steps which such annulment would imply, request the Tribunal to fix instead an amount of compensation to be paid to the applicant as redress for any injury incurred.

The Tribunal shall fix such amount after hearing the arguments of the opposing parties.

Last update: January 92

Article 13

Reimbursement of Expenses

a) The Tribunal may decide that the Organisation shall, within reasonable limits, reimburse justified expenses incurred by the applicant.

b) The Tribunal may also decide that the Organisation shall reimburse travel and subsistence expenses incurred by witnesses it has heard, within the limits laid down by the Rules in force in the Organisation.

c) When making decisions under the present Article, the Tribunal shall have regard to the special circumstances of the dispute, in particular its nature and complexity, and the amount of money involved.

Last update: January 92

RULES OF PROCEDURE OF THE TRIBUNAL

[ADOPTED BY THE TRIBUNAL ON 20TH JANUARY 1992]

Rule 1

Languages

a) The official languages of the Tribunal shall be English and French.

b) Applications and interventions may be submitted in English or in French. All documentary evidence shall also be submitted in English or French together with the original version if this is not in either of these two languages. The written comments of the Secretary-General shall be submitted in the language used by the applicant. If so requested by a member of the Tribunal, these documents shall be accompanied by a translation into the other official language. The Registrar of the Tribunal shall be responsible for the preparation of such translations and shall communicate them to the parties.

c) At hearings of the Tribunal, oral comments may be made in English or French and shall, at the request of one of the judges or one of the parties, be interpreted simultaneously into the other language.

d) Judgments shall be delivered in one of the official languages and, under the responsibility of the Registrar of the Tribunal, translated into the other one. The only authentic text shall be the original version.

Rule 2

Filing of Applications

a) Applications for submission to the Tribunal shall be drawn up in duplicate and shall, as far as possible, follow the models annexed to these Rules. They shall set out clearly the principal and subsidiary submissions of the applicant.

b) Documentary evidence in support of the application shall in all cases include the contested decision together, in cases other than those referred to in Article 4 b) of the Resolution of the Council on the Statute and Operation of the Administrative Tribunal (hereinafter referred to as the "Resolution"), with the written request addressed to the Secretary-General and, except where no reply has been received from him, the communication notifying the applicant that his request has been rejected. If the original documents are not available, the applicant shall produce certified copies thereof.

Last update: January 92

Rule 3

Pre-hearing Procedure

a) The Registrar of the Tribunal shall receive documents addressed to the Tribunal and shall carry out the notifications provided for below. He shall open and compile the file of each case with all possible despatch and within the prescribed time limits.

b) Applications shall be communicated to the Secretary-General who shall make his comments thereon in writing within two months from the date of communication of the application or, where appropriate, of the expanded statement. Where an Advisory Board or a Re-evaluation Commission has been set up, its report shall be attached to the comments. The comments of the Secretary-General shall be communicated to the applicant who may within one month of such communication submit a reply inwriting.

c) The Secretary-General may within one month from the date of communication of the reply submit his comments in rejoinder.

d) The time limits for the pre-hearing procedure specified in this Rule shall cease to run from 15 July to 15 September. They may be extended by the Chairman of the Tribunal where he finds there are good grounds for so doing.

e) If necessary, any measure of investigation or hearing of witnesses may, if the Tribunal so decides, be conducted by one of its members or by any other person whom the Tribunal may designate for that purpose. As far as possible, no evidence shall be taken under this paragraph until after the parties have been heard thereon; a report thereon shall be made to the Tribunal in writing.

f) The Chairman of the Tribunal shall decide whether, in pursuance of Article 5 b) of the Resolution, the application should be communicated to a third party who should be invited to participate in the proceedings. He shall fix the time limit within which such third party may submit his comments. Should the third party accept this invitation and submit comments within the time limit fixed, he shall become a party to the proceedings and have the same rights, *mutatis mutandis*, as the applicant and the Secretary-General. His comments shall be communicated to the applicant and to the Secretary-General.

Last update: May 2009

Rule 4

Intervention

a) Any person who, in pursuance of Article 5 a) of the Resolution, wishes to intervene in a case shall draw up an application in intervention and file it with the Registrar of the Tribunal. Submissions contained in the intervention document shall not have any other purpose than to support the submissions of either the applicant or the defendant.

b) Applications in intervention may be filed at any time prior to the opening of the hearing before the Tribunal.

c) The Registrar shall send a copy of the intervention document to the parties to the proceedings.

d) Interveners may request communication of the comments of the parties to the proceedings. The Chairman shall decide which documents are to be communicated to interveners. However, in the cases referred to under Article 5 b) of the Resolution of the Council, all comments of the parties shall be communicated automatically.

Rule 5

Comments of the Staff Association

a) The Staff Association may avail itself of the possibility provided for in Article 5 c) of the Resolution by submitting its comments to the Registrar who shall send a copy to the parties.

b) The comments shall be accompanied by evidence establishing that the applicant has requested the Association to submit comments.

c) The Registrar shall communicate to the Staff Association the documents of the written procedure relating to the stage of the procedure preceding the filing of the reply as well as subsequent documents.

Last update: January 92

Rule 6

Powers of the Chairman

a) As far as possible, measures shall not be taken under Article 6 of the Resolution until the parties to the application have been heard thereon; such measures shall be the subject of a report to the Tribunal in writing.

b) Should the applicant withdraw his application, the Chairman may accept the withdrawal without convening the Tribunal for this purpose, provided the withdrawal is unconditional.

Rule 7

Convening of hearings

a) The date of hearings shall be decided by the Chairman after consulting the parties and the Staff Association when the Association has submitted written comments in accordance with Article 5 c) of the Resolution. It shall be notified by the Registrar to the judges, parties, interveners and the Staff Association as a general rule at least 20 days in advance. A copy of the file of each case shall be sent with this notification to each of the judges. The Chairman shall rule on any request for the hearing to be postponed.

b) As soon as the Registrar has received the comments in rejoinder or as soon as the time limit for submitting such comments has expired, he shall inform the parties who then have one week in which to notify him in writing of the names and description of the witnesses they wish to call, together with the reasons why they wish to question them.

c) Unless the Chairman of the Tribunal considers that their evidence would not be useful, the witnesses cited by the parties shall be summoned by the Registrar by any means allowing proof that the summons was received by the addressee, as a general rule, at least two weeks before the day of the hearing. The letter of summons shall set out the terms of Article 11 of the Resolution.

d) Any request that a witness be called made after expiry of the period referred in paragraph b) above shall be submitted along with the grounds for the request to the Chairman of the Tribunal for decision. Those witnesses whose evidence the Tribunal or its Chairman deems useful shall be summoned by the Registrar, if possible in accordance with the provisions laid down in paragraph c) above.

Last update: May 93

Rule 8

Hearings

a) There shall be a hearing of all parties, except where Article 10 d) of the Resolution applies, and deliberations by the Tribunal in private, at each meeting of the Tribunal. The Tribunal may decide to sit despite the absence of one of the parties, provided such party was duly notified of the date of the hearing.

b) The Chairman shall be responsible for the conduct of proceedings.

c) The Tribunal shall rule on any objection made with regard to its composition, before consideration of the case before it.

d) Before hearing a witness, the Chairman shall request him to give an undertaking to reply fully and accurately to the questions put to him. When the hearing is in camera, he shall draw his attention to the fact that all those attending the hearing are bound to secrecy. If the witness is a member of the staff, the Chairman shall inform him that by virtue of Article 11 b) of the Resolution, it is his duty to give any information required of him. At the request of one of the parties, the Tribunal may decide that a recording shall be made of the evidence given by witnesses.

e) Where in the course of a meeting of the Tribunal, it appears that further investigation, under Rule 3e) of these Rules, is necessary to enable it to render its judgment, the Tribunal may, if it deems it appropriate, agree to render its judgment without holding a new meeting for that purpose. In such cases, the Registrar shall inform the parties of the outcome of the investigation and of the time limit within which they may submit any comments on the matter. The Tribunal shall render judgment after having received these comments or, where appropriate, after expiry of the time limit for submitting them accorded to the parties.

Rule 9

Judgments

a) Judgments of the Tribunal shall, in addition to dealing with the arguments presented by the parties and stating the grounds for the decision, include a summary of the pre-hearing proceedings and of the hearing. Judgments shall be signed by the Chairman and by the Registrar of the Tribunal who shall notify them to the parties and, where appropriate, interveners, and to the Staff Association in cases where the latter has submitted written comments on the case under Article 5 c) of the Resolution, as soon as possible after they have been adopted.

Last update: January 92

b) Judgments shall be notified to the applicant in their original version and, subsequently, in the language of procedure chosen by the applicant if different from the language of the original version. The time limits for appeals under Rules 10, 11 and 12 of these Rules shall not begin to run against the applicant until notification to him in the language of procedure chosen by him.

c) Judgments shall be communicated by the Registrar to any person who so requests. However, the Tribunal may decide that a judgment shall not be communicated until the name of the applicants or any person mentioned therein has been deleted.

d) If the Secretary-General requests the Tribunal to fix an amount of compensation under Article 12 c) of the Resolution, reasons must be given for the request. The request shall be communicated to the applicant by the Registrar who shall invite him to make his views known within one month at most and to specify the amount of compensation he claims. The request shall also be communicated to the Staff Association in

order for it to make its position known in cases where it has submitted written comments under Article 5 c) of the Resolution. The Secretary-General shall receive communication of the comments of the applicant and, where appropriate, of the Staff Association, and shall have one month in which to make known his position concerning the submissions of the applicant. The Tribunal shall then fix the amount of compensation on the basis of the written procedure, unless an oral hearing has been requested by the applicant or by the Secretary-General.

Rule 10

Appeal for rectification

When a judgment is vitiated owing to a mistake ("erreur matérielle") or an error relating to the submissions in the application, and this error or mistake may have decisively influenced the decision of the case, one of the parties may file an appeal for rectification with the Tribunal, within three months from the date of notification of the judgment.

Rule 11

Appeal for revision

a) One of the parties may request the Tribunal to revise a judgment in the event of the discovery of a fact or evidence of decisive importance which, at the time of the judgment, was unknown to the Tribunal and to the party requesting revision.

b) The appeal must be lodged with the Registry of the Tribunal within three months from the date of discovery of the fact or evidence and within five years from notification of the judgment in question.

Rule 12

Appeal for interpretation

Where the operative provisions of a judgment are ambiguous or incomplete or where they are inconsistent either with each other or with the *ratio decidendi* (reasons in point of law), one of the parties may, within three months from notification of the judgment, request the Tribunal to interpret it.

Rule 13

Procedure on appeal against a judgment

In the event of an appeal requesting rectification, revision or interpretation of a judgment of the Tribunal, the provisions of the Resolution and of these Rules shall apply, *mutatis mutandis*, to the appeals procedure and judgment.

Last update: January 92

Rule 14

Calculation of Time Limits

a) The time limits laid down in the Resolution and Rules of Procedure shall run from midnight of the first day of each time limit as defined in the provision concerned. Saturdays, Sundays and official holidays shall count when calculating a time limit. However, where the last day of a time limit is a Saturday, Sunday or official holiday at OECD Headquarters, the time limit shall be extended to include the first working day thereafter.

b) Where, under the Resolution or Rules of Procedure, a time limit runs from a communication or notification, it shall begin to run only from the date of reception of the notification or communication by the party to whom the time limit applies.

Last update: January 92

Appendix 1

MODEL APPLICATION TO THE TRIBUNAL

1. Name, first name(s) and address of applicant.
2. Author, date and subject matter of the contested decision.
3. Statement of facts, including:
   a) date of the prior written request addressed to the Secretary-General;
   b) date of reply, or reference to absence of reply from the Secretary-General;
   c) where appropriate, the date when the applicant received notification of the decision of the Secretary-General taken after the opinion of the Advisory Board or the Re-evaluation Commission.
4. Legal grounds and arguments submitted.
5. The principal and subsidiary submissions of the application (redress sought).
6. Date and signature.

Last update: May 2009

Appendix 2

MODEL APPLICATION FOR INTERVENTION BEFORE THE TRIBUNAL

1. Application in relation to which intervention is requested.
2. Name, first name(s) and address of intervener.
3. Statement of reasons explaining the intervener's interest in the outcome of the dispute.
4. Legal grounds and arguments relied on.
5. Intervener's submissions (redress sought).
6. Date and signature.

Last update: January 92

ANNEX IV - TERMS OF REFERENCE OF THE HEALTH, SAFETY AND WORKING CONDITIONS SUB- COMMITTEE (HSWCSC)

Instruction by the Secretary-General

(September 1999)

Having regard to the Regulations, Rules and Instructions applicable to the officials of the Organisation and in particular Instruction 123/6.3;

1. These terms of reference cancel and replace the terms of reference of the Health and Safety Sub-Committee.

2. The Health, Safety and Working Conditions Sub-Committee is answerable to the Joint Consultative Committee on Staff Relations.

3. The composition of the Sub-Committee is as follows:

Chairman:	- the Executive Director or his/her representative
Members:	- the doctor responsible for monitoring the health of the staff of the Organisation; - the Head of Human Resource Management or his/her representative; - the Head of Facilities Management or his/her representative; - the Head of the Safety and Assistance Service or his/her representative; - the Chairman of the Staff Association; - the Staff Association's health, safety and working conditions delegate; - two officials designated by the Staff Association;
Secretary:	- an official appointed by the Executive Director

Officials whose duties include responsibility for health, safety and working conditions matters in the Organisation shall take part in Sub-Committee meetings in an advisory capacity, as and when required. The Sub-Committee may occasionally consult outside experts.

4. The Sub-Committee shall have the following responsibilities:

- to examine questions of health and safety arising inside the Organisation and during travel on duty or mission;
- to suggest any ways or means of reducing occupational hazards and to propose measures to that effect;
- to give its views on draft internal regulations on health, safety and working conditions;
- to give a prior opinion on major changes that would significantly affect health, safety and working conditions;

- to take account at all times of the Organisation's objectives as regards the protection of the environment.

5. In addition, the Sub-Committee shall appoint three of its members - a representative of the Executive Directorate, a Staff Association representative and a doctor:

   - to conduct an enquiry in the event of a serious accident or serious occupational disease, i.e. one resulting in death or apparently likely to result in permanent disability, or else revealing the existence of a serious danger, even if the potential consequences have been avoided;
   - to conduct a quarterly inspection of the state of the Organisation's premises.

6. The Sub-Committee shall meet when convened by its Chairman, at least once every quarter. It may also be convened on good grounds at the request of at least two of its members.

   The agenda for the meetings, drawn up by the Chairman, shall be sent to members by the Secretary at least one week ahead of the day arranged for the meeting.

7. Some questions may be dealt with by restricted groups of Sub-Committee members. Such restricted groups shall meet outside plenary meetings of the HSWCSC. To ensure transparency and facilitate the overall work of the Sub-Committee, all its members shall be informed of the holding of these meetings and may participate.

   Following restricted group meetings on one or more topics, a short summary record shall be drawn up and distributed to all members.

8. No Sub-Committee member shall divulge any confidential information which may be brought to his/her notice.

9. The Sub-Committee shall set such deadlines as are necessary for the implementation of its recommendations. When these deadlines are up, if a recommendation has not been acted upon and a serious occupational hazard is involved that demands urgent measures, the Sub-Committee can refer the matter to the Chairman of the Joint Consultative Committee on Staff Relations with a view to having action taken.

10. The Sub-Committee shall report to the Joint Consultative Committee on Staff Relations and, if necessary, in case of emergency, to the Secretary-General. Every year it shall present a report on its activities and on health, safety and working conditions in the Organisation, and also a general report on the state of health of the staff.

ANNEX V – TRANSITIONAL MEASURES RELATING TO THE NEW EMPLOYMENT PACKAGE - NEW GRADING FRAMEWORK

Determination of the applicable grading structure

1. Officials appointed prior to 01/10/2023 shall remain classified in the category-based grading structure specified in Staff Rule 10/1 (the "category-based grading structure") unless they are moved to the job family-based grading structure specified in Staff Rule 10/1bis (the "job family-based grading structure") in application of the transitional measures below.
2. Officials appointed on or after 01/10/2023 shall be classified under the job family-based grading structure, subject to paragraph 3 below.
3. Officials appointed on or after 01/10/2023 following a competitive selection procedure to functions classified[29] under the category-based grading structure shall be given the choice to be classified in the category based-grading structure or in the job family-based grading structure.

Transitional measures

1. These transitional measures shall apply to all officials classified in the category based-grading structure pursuant to paragraphs 1 and 3 above.
2. Officials in the following situations shall remain in the grading structure provided for under Staff Rule 10/1 et seq. (the "category based grading structure"):
   i. direct reassignment by the Secretary-General to other functions within the Organisation, either through transfers at the same grade or promotions, in accordance with Staff Rule 10/3;
   ii. promotion from grade A2 to grade A3 for officials assigned to A2/A3 functions;
   iii. temporary reassignment to other functions within the Organisation and return to the previous functions by the end of the temporary assignment. However, if these officials have been considered suitable for selection for vacant functions (cleared for selection under Instructions 107/6 and 107/12) under the job-family-based grading structure and are offered the temporary reassignment on that basis, they shall move to the job-family-based grading structure for the duration of the temporary assignment;
   iv. return from:
      - sick leave;
      - parental leave;
      - exceptional leave;
      - unpaid leave for private reasons;
      - unpaid short-term training leave;
      - unpaid long-term training leave; and
      - special leave;
   v. reinstatement at the end of a loan to another institution pursuant to Staff Regulation 10bis a);

[29] Classification of functions depends on the date of publication of the corresponding vacancy notice. Functions advertised prior to 01/10/2023 are classified under the category-based grading structure. Functions advertised on or after 01/10/2023 are classified under the job family-based grading structure

vi. reinstatement following a period of secondment to another institution of two years or less;

vii. return to previous functions or to other functions corresponding to their qualifications and experience following a placement on non-active status for reasons of sickness pursuant to Staff Regulation 14 a) i);

viii. return to previous functions following a placement on non-active status for reasons of military service pursuant to Staff Regulation 14 a) ii).

3. Officials in the following situations shall move to the job family-based grading structure:

i. reassignment to functions, including promotions, following a successful application to functions classified under the job family based grading structure;

ii. reinstatement after 01/10/2023 following a period of secondment to another institution exceeding two years pursuant to Staff Regulation 10bis b);

iii. return from placement on non-active status for personal reasons after 01/10/2023 pursuant to Staff Regulation 14 a) iii).

4. Other situations

i. Temporary reassignment that becomes permanent

Officials who are temporarily reassigned to other functions within the Organisation, including when the reassignment period is renewed, and for whom this temporary reassignment becomes permanent, shall remain in the category based grading structure. However, officials moving to the job-family-based grading structure for the duration of a temporary assignment (in application of Paragraph 2. iii) above) should remain in the job-family-based grading structure if the temporary reassignment becomes permanent.

ii. Reassignment in the context of a job search under Staff Regulation 11;

Officials who are reassigned in the context of a job search under Instruction 111/1.5 shall remain classified under the category based grading structure, except in situation of promotion either by direct reassignment or after selection for vacant functions, in which case they shall be classified in the job family based grading structure.

iii. Return from non-active status for reasons of military service and redeployment to new, suitable and available functions corresponding to the official's qualifications and experience in the Organisation;

Officials who, following their placement on non-active status for reasons of military service pursuant to Staff Regulation 14 a) ii) cannot return to the functions previously assigned to them, and who are reassigned to suitable and available functions corresponding to their qualifications and experience, shall be classified in the job family based grading structure.

iv. Cleared internal candidates

Internal candidates* who had been considered suitable for selection for vacant functions (cleared for selection under Instructions 107/6 and 107/12) under the category based grading structure and are selected in accordance with Instruction 107/6 and 107/12 as of 01/10/2023 shall be given the choice whether to remain classified under the category based grading structure, or to move to the job family based grading structure.

* *For the purposes of these provisions, "internal candidates" shall include temporary staff who took up duties prior to 01/10/2023.*

v. Officials who applied to vacant functions classified under the category based grading structure and are reassigned after 01/10/2023

Officials who applied to vacant functions classified under the category based grading structure, and who are reassigned after 01/10/2023, shall be given the choice whether to remain classified under the category based grading structure, or to move to the job family based grading structure.

vi. Salary determination in the new grading structure

Salary determination of officials moving from the category based grading structure to the job family based grading structure will be done by EXD/HRM on the case by case basis taking into account:

- the equivalency table;
- the principle of maintenance of salary as established below;
- the consistency of functions with regard to the particular role in the job family based grading structure.

vii. Maintenance of salary

The salary of officials moving from the category based grading structure to equivalent or higher grade (based on the equivalency table) in the job family based grading structure will be maintained if such move should result in a lower salary.

Appendix to Annex V

EQUIVALENCY TABLE BETWEEN THE CATEGORY BASED GRADING STRUCTURE AND THE JOB FAMILY BASED GRADING STRUCTURE

	Grade	Step	Grade/Step	New Grade	Step	New Grade/Step
EXECUTIVE LEADERSHIP	A7	1	A7/1	EL3	2	EL3/2
	A7	2	A7/2	EL3	3	EL3/3
	A7	3	A7/3	EL3	4	EL3/4
	A7	4	A7/4	EL3	5	EL3/5
	A7	5	A7/5	EL3	6	EL3/6
	A7	6	A7/6	EL3	7	EL3/7
	A7	7	A7/7	EL3	8	EL3/8
	A6	1	A6/1	EL2	1	EL2/1
	A6	2	A6/2	EL2	2	EL2/2
	A6	3	A6/3	EL2	3	EL2/3
	A6	4	A6/4	EL2	4	EL2/4
	A6	5	A6/5	EL2	5	EL2/5
	A6	6	A6/6	EL2	6	EL2/6
	A6	7	A6/7	EL2	6	EL2/6
	A6	8	A6/8	EL2	7	EL2/7
	A6	9	A6/9	EL2	7	EL2/7
	A6	10	A6/10	EL2	8	EL2/8
	A6	11	A6/11	EL2	8	EL2/8
	A5	1	A5/1	EL1	1	EL1/1
	A5	2	A5/2	EL1	1	EL1/1
	A5	3	A5/3	EL1	2	EL1/2
	A5	4	A5/4	EL1	2	EL1/2
	A5	5	A5/5	EL1	3	EL1/3
	A5	6	A5/6	EL1	3	EL1/3
	A5	7	A5/7	EL1	4	EL1/4
	A5	8	A5/8	EL1	4	EL1/4
	A5	9	A5/9	EL1	5	EL1/5
	A5	10	A5/10	EL1	5	EL1/5
	A5	11	A5/11	EL1	6	EL1/6
	A5	12	A5/12	EL1	6	EL1/6
	A5	13	A5/13	EL1	7	EL1/7
	A5	14	A5/14	EL1	7	EL1/7
	A5	15	A5/15	EL1	8	EL1/8

	Grade	Step	Grade/ Step	New Grade	Step	New Grade/ Step
POLICY ANALYSIS & LEGAL	A4	1	A4/1	PAL7	1	PAL7/1
	A4	2	A4/2	PAL7	1	PAL7/1
	A4	3	A4/3	PAL7	2	PAL7/2
	A4	4	A4/4	PAL7	2	PAL7/2
	A4	5	A4/5	PAL7	3	PAL7/3
	A4	6	A4/6	PAL7	3	PAL7/3
	A4	7	A4/7	PAL7	4	PAL7/4
	A4	8	A4/8	PAL8	4	PAL8/4
	A4	9	A4/9	PAL8	5	PAL8/5
	A4	10	A4/10	PAL8	5	PAL8/5
	A4	11	A4/11	PAL8	6	PAL8/6
	A4	12	A4/12	PAL8	6	PAL8/6
	A4	13	A4/13	PAL8	7	PAL8/7
	A4	14	A4/14	PAL8	7	PAL8/7
	A4	15	A4/15	PAL8	8	PAL8/8
	A3	1	A3/1	PAL6	1	PAL6/1
	A3	2	A3/2	PAL6	1	PAL6/1
	A3	3	A3/3	PAL6	2	PAL6/2
	A3	4	A3/4	PAL6	2	PAL6/2
	A3	5	A3/5	PAL6	3	PAL6/3
	A3	6	A3/6	PAL6	3	PAL6/3
	A3	7	A3/7	PAL7	1	PAL7/1
	A3	8	A3/8	PAL7	2	PAL7/2
	A3	9	A3/9	PAL7	3	PAL7/3
	A3	10	A3/10	PAL7	4	PAL7/4
	A3	11	A3/11	PAL7	5	PAL7/5
	A3	12	A3/12	PAL7	6	PAL7/6
	A3	13	A3/13	PAL7	7	PAL7/7
	A3	14	A3/14	PAL7	8	PAL7/8
	A3	15	A3/15	PAL7	8	PAL7/8
	A2	1	A2/1	PAL5	1	PAL5/1
	A2	2	A2/2	PAL5	2	PAL5/2
	A2	3	A2/3	PAL5	3	PAL5/3
	A2	4	A2/4	PAL5	4	PAL5/4
	A2	5	A2/5	PAL5	5	PAL5/5
	A2	6	A2/6	PAL5	6	PAL5/6
	A2	7	A2/7	PAL5	7	PAL5/7
	A2	8	A2/8	PAL6	1	PAL6/1
	A2	9	A2/9	PAL6	2	PAL6/2
	A2	10	A2/10	PAL6	3	PAL6/3
	A2	11	A2/11	PAL6	4	PAL6/4
	A2	12	A2/12	PAL6	5	PAL6/5
	A2	13	A2/13	PAL6	6	PAL6/6
	A2	14	A2/14	PAL6	7	PAL6/7
	A2	15	A2/15	PAL6	8	PAL6/8
	A1	1	A1/1	PAL4	1	PAL4/1
	A1	2	A1/2	PAL4	1	PAL4/1
	A1	3	A1/3	PAL4	2	PAL4/2
	A1	4	A1/4	PAL4	2	PAL4/2
	A1	5	A1/5	PAL4	3	PAL4/3
	A1	6	A1/6	PAL4	3	PAL4/3
	A1	7	A1/7	PAL4	4	PAL4/4
	A1	8	A1/8	PAL4	4	PAL4/4
	A1	9	A1/9	PAL4	5	PAL4/5
	A1	10	A1/10	PAL4	5	PAL4/5
	A1	11	A1/11	PAL4	6	PAL4/6
	A1	12	A1/12	PAL4	6	PAL4/6
	A1	13	A1/13	PAL4	7	PAL4/7
	A1	14	A1/14	PAL4	7	PAL4/7
	A1	15	A1/15	PAL4	8	PAL4/8
	B6	1	B6/1	PAL4	1	PAL4/1
	B6	2	B6/2	PAL4	1	PAL4/1
	B6	3	B6/3	PAL4	2	PAL4/2
	B6	4	B6/4	PAL4	2	PAL4/2
	B6	5	B6/5	PAL4	3	PAL4/3
	B6	6	B6/6	PAL4	3	PAL4/3
	B6	7	B6/7	PAL4	4	PAL4/4
	B6	8	B6/8	PAL4	4	PAL4/4
	B6	9	B6/9	PAL4	5	PAL4/5
	B6	10	B6/10	PAL4	5	PAL4/5
	B6	11	B6/11	PAL4	6	PAL4/6
	B6	12	B6/12	PAL4	6	PAL4/6
	B6	13	B6/13	PAL4	7	PAL4/7
	B6	14	B6/14	PAL4	8	PAL4/8
	B5	1	B5/1	PAL3	1	PAL3/1
	B5	2	B5/2	PAL3	1	PAL3/1
	B5	3	B5/3	PAL3	2	PAL3/2
	B5	4	B5/4	PAL3	2	PAL3/2
	B5	5	B5/5	PAL3	3	PAL3/3
	B5	6	B5/6	PAL3	3	PAL3/3
	B5	7	B5/7	PAL3	4	PAL3/4
	B5	8	B5/8	PAL3	4	PAL3/4
	B5	9	B5/9	PAL3	5	PAL3/5
	B5	10	B5/10	PAL3	5	PAL3/5
	B5	11	B5/11	PAL3	6	PAL3/6
	B5	12	B5/12	PAL3	6	PAL3/6
	B5	13	B5/13	PAL3	7	PAL3/7
	B5	14	B5/14	PAL3	8	PAL3/8
	B4	1	B4/1	PAL2	1	PAL2/1
	B4	2	B4/2	PAL2	1	PAL2/1
	B4	3	B4/3	PAL2	2	PAL2/2
	B4	4	B4/4	PAL2	2	PAL2/2
	B4	5	B4/5	PAL2	3	PAL2/3
	B4	6	B4/6	PAL2	3	PAL2/3
	B4	7	B4/7	PAL2	4	PAL2/4
	B4	8	B4/8	PAL2	4	PAL2/4
	B4	9	B4/9	PAL2	5	PAL2/5
	B4	10	B4/10	PAL2	5	PAL2/5
	B4	11	B4/11	PAL2	6	PAL2/6
	B4	12	B4/12	PAL2	6	PAL2/6
	B4	13	B4/13	PAL2	7	PAL2/7
	B4	14	B4/14	PAL2	8	PAL2/8
	B3	1	B3/1	PAL1	1	PAL1/1
	B3	2	B3/2	PAL1	1	PAL1/1
	B3	3	B3/3	PAL1	2	PAL1/2
	B3	4	B3/4	PAL1	2	PAL1/2
	B3	5	B3/5	PAL1	3	PAL1/3
	B3	6	B3/6	PAL1	3	PAL1/3
	B3	7	B3/7	PAL1	4	PAL1/4
	B3	8	B3/8	PAL1	4	PAL1/4
	B3	9	B3/9	PAL1	5	PAL1/5
	B3	10	B3/10	PAL1	5	PAL1/5
	B3	11	B3/11	PAL1	6	PAL1/6
	B3	12	B3/12	PAL1	6	PAL1/6
	B3	13	B3/13	PAL1	7	PAL1/7
	B3	14	B3/14	PAL1	8	PAL1/8

	Grade	Step	Grade/ Step	New Grade	Step	New Grade/ Step
CORPORATE FUNCTIONS	A4	1	A4/1	CF6	1	CF6/1
	A4	2	A4/2	CF6	2	CF6/2
	A4	3	A4/3	CF6	3	CF6/3
	A4	4	A4/4	CF6	4	CF6/4
	A4	5	A4/5	CF7	1	CF7/1
	A4	6	A4/6	CF7	2	CF7/2
	A4	7	A4/7	CF7	3	CF7/3
	A4	8	A4/8	CF7	4	CF7/4
	A4	9	A4/9	CF7	5	CF7/5
	A4	10	A4/10	CF7	5	CF7/5
	A4	11	A4/11	CF7	6	CF7/6
	A4	12	A4/12	CF7	6	CF7/6
	A4	13	A4/13	CF7	7	CF7/7
	A4	14	A4/14	CF7	7	CF7/7
	A4	15	A4/15	CF7	8	CF7/8
	A3	1	A3/1	CF5	1	CF5/1
	A3	2	A3/2	CF5	2	CF5/2
	A3	3	A3/3	CF5	3	CF5/3
	A3	4	A3/4	CF5	4	CF5/4
	A3	5	A3/5	CF5	5	CF5/5
	A3	6	A3/6	CF5	6	CF5/6
	A3	7	A3/7	CF5	7	CF5/7
	A3	8	A3/8	CF6	1	CF6/1
	A3	9	A3/9	CF6	2	CF6/2
	A3	10	A3/10	CF6	3	CF6/3
	A3	11	A3/11	CF6	4	CF6/4
	A3	12	A3/12	CF6	5	CF6/5
	A3	13	A3/13	CF6	6	CF6/6
	A3	14	A3/14	CF6	7	CF6/7
	A3	15	A3/15	CF6	8	CF6/8
	A2	1	A2/1	CF5	1	CF5/1
	A2	2	A2/2	CF5	1	CF5/1
	A2	3	A2/3	CF5	2	CF5/2
	A2	4	A2/4	CF5	2	CF5/2
	A2	5	A2/5	CF5	3	CF5/3
	A2	6	A2/6	CF5	3	CF5/3
	A2	7	A2/7	CF5	4	CF5/4
	A2	8	A2/8	CF5	4	CF5/4
	A2	9	A2/9	CF5	5	CF5/5
	A2	10	A2/10	CF5	5	CF5/5
	A2	11	A2/11	CF5	6	CF5/6
	A2	12	A2/12	CF5	6	CF5/6
	A2	13	A2/13	CF5	7	CF5/7
	A2	14	A2/14	CF5	7	CF5/7
	A2	15	A2/15	CF5	8	CF5/8
	A1	1	A1/1	CF4	1	CF4/1
	A1	2	A1/2	CF4	1	CF4/1
	A1	3	A1/3	CF4	2	CF4/2
	A1	4	A1/4	CF4	2	CF4/2
	A1	5	A1/5	CF4	3	CF4/3
	A1	6	A1/6	CF4	3	CF4/3
	A1	7	A1/7	CF4	4	CF4/4

A1	8	A1/8	CF4	4	CF4/4
A1	9	A1/9	CF4	5	CF4/5
A1	10	A1/10	CF4	5	CF4/5
A1	11	A1/11	CF4	6	CF4/6
A1	12	A1/12	CF4	6	CF4/6
A1	13	A1/13	CF4	7	CF4/7
A1	14	A1/14	CF4	7	CF4/7
A1	15	A1/15	CF4	8	CF4/8
B6	1	B6/1	CF3	1	CF3/1
B6	2	B6/2	CF3	1	CF3/1
B6	3	B6/3	CF3	2	CF3/2
B6	4	B6/4	CF3	2	CF3/2
B6	5	B6/5	CF3	3	CF3/3
B6	6	B6/6	CF3	3	CF3/3
B6	7	B6/7	CF3	4	CF3/4
B6	8	B6/8	CF3	4	CF3/4
B6	9	B6/9	CF3	5	CF3/5
B6	10	B6/10	CF3	5	CF3/5
B6	11	B6/11	CF3	6	CF3/6
B6	12	B6/12	CF3	6	CF3/6
B6	13	B6/13	CF3	7	CF3/7
B6	14	B6/14	CF3	8	CF3/8
B5	1	B5/1	CF2	1	CF2/1
B5	2	B5/2	CF2	1	CF2/1
B5	3	B5/3	CF2	2	CF2/2
B5	4	B5/4	CF2	2	CF2/2
B5	5	B5/5	CF2	3	CF2/3
B5	6	B5/6	CF2	3	CF2/3
B5	7	B5/7	CF2	4	CF2/4
B5	8	B5/8	CF2	4	CF2/4
B5	9	B5/9	CF2	5	CF2/5
B5	10	B5/10	CF2	5	CF2/5
B5	11	B5/11	CF2	6	CF2/6
B5	12	B5/12	CF2	6	CF2/6
B5	13	B5/13	CF2	7	CF2/7
B5	14	B5/14	CF2	8	CF2/8
B4	1	B4/1	CF1	1	CF1/1
B4	2	B4/2	CF1	1	CF1/1
B4	3	B4/3	CF1	2	CF1/2
B4	4	B4/4	CF1	2	CF1/2
B4	5	B4/5	CF1	3	CF1/3
B4	6	B4/6	CF1	3	CF1/3
B4	7	B4/7	CF1	4	CF1/4
B4	8	B4/8	CF1	4	CF1/4
B4	9	B4/9	CF1	5	CF1/5
B4	10	B4/10	CF1	5	CF1/5
B4	11	B4/11	CF1	6	CF1/6
B4	12	B4/12	CF1	6	CF1/6
B4	13	B4/13	CF1	7	CF1/7
B4	14	B4/14	CF1	8	CF1/8

	Grade	Step	Grade/ Step	New Grade	Step	New Grade/ Step
GENERAL ADMINISTRATION	A4	1	A4/1	GA10	1	GA10/1
	A4	2	A4/2	GA10	1	GA10/1
	A4	3	A4/3	GA10	2	GA10/2
	A4	4	A4/4	GA10	2	GA10/2
	A4	5	A4/5	GA10	3	GA10/3
	A4	6	A4/6	GA10	3	GA10/3
	A4	7	A4/7	GA10	4	GA10/4
	A4	8	A4/8	GA10	4	GA10/4
	A4	9	A4/9	GA10	5	GA10/5
	A4	10	A4/10	GA10	5	GA10/5
	A4	11	A4/11	GA10	6	GA10/6
	A4	12	A4/12	GA10	6	GA10/6
	A4	13	A4/13	GA10	7	GA10/7
	A4	14	A4/14	GA10	7	GA10/7
	A4	15	A4/15	GA10	8	GA10/8
	A3	1	A3/1	GA9	1	GA9/1
	A3	2	A3/2	GA9	1	GA9/1
	A3	3	A3/3	GA9	2	GA9/2
	A3	4	A3/4	GA9	2	GA9/2
	A3	5	A3/5	GA9	3	GA9/3
	A3	6	A3/6	GA9	3	GA9/3
	A3	7	A3/7	GA9	4	GA9/4
	A3	8	A3/8	GA9	4	GA9/4
	A3	9	A3/9	GA9	5	GA9/5
	A3	10	A3/10	GA9	5	GA9/5
	A3	11	A3/11	GA9	6	GA9/6
	A3	12	A3/12	GA9	6	GA9/6
	A3	13	A3/13	GA9	7	GA9/7
	A3	14	A3/14	GA9	7	GA9/7
	A3	15	A3/15	GA9	8	GA9/8
	A2	1	A2/1	GA8	1	GA8/1
	A2	2	A2/2	GA8	1	GA8/1
	A2	3	A2/3	GA8	2	GA8/2
	A2	4	A2/4	GA8	2	GA8/2
	A2	5	A2/5	GA9	1	GA9/1
	A2	6	A2/6	GA9	2	GA9/2
	A2	7	A2/7	GA9	3	GA9/3
	A2	8	A2/8	GA9	4	GA9/4
	A2	9	A2/9	GA9	5	GA9/5
	A2	10	A2/10	GA9	5	GA9/5
	A2	11	A2/11	GA9	6	GA9/6
	A2	12	A2/12	GA9	6	GA9/6
	A2	13	A2/13	GA9	7	GA9/7
	A2	14	A2/14	GA9	7	GA9/7
	A2	15	A2/15	GA9	8	GA9/8
	A1	1	A1/1	GA7	1	GA7/1
	A1	2	A1/2	GA7	1	GA7/1
	A1	3	A1/3	GA7	2	GA7/2
	A1	4	A1/4	GA7	2	GA7/2
	A1	5	A1/5	GA7	3	GA7/3
	A1	6	A1/6	GA7	3	GA7/3
	A1	7	A1/7	GA7	4	GA7/4

A1	8	A1/8	GA7	4	GA7/4
A1	9	A1/9	GA7	5	GA7/5
A1	10	A1/10	GA7	5	GA7/5
A1	11	A1/11	GA7	6	GA7/6
A1	12	A1/12	GA7	6	GA7/6
A1	13	A1/13	GA7	7	GA7/7
A1	14	A1/14	GA7	7	GA7/7
A1	15	A1/15	GA7	8	GA7/8
B6	1	B6/1	GA6	1	GA6/1
B6	2	B6/2	GA6	1	GA6/1
B6	3	B6/3	GA6	2	GA6/2
B6	4	B6/4	GA6	2	GA6/2
B6	5	B6/5	GA6	3	GA6/3
B6	6	B6/6	GA6	3	GA6/3
B6	7	B6/7	GA6	4	GA6/4
B6	8	B6/8	GA6	4	GA6/4
B6	9	B6/9	GA6	5	GA6/5
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B6	13	B6/13	GA6	7	GA6/7
B6	14	B6/14	GA6	8	GA6/8
B5	1	B5/1	GA5	1	GA5/1
B5	2	B5/2	GA5	1	GA5/1
B5	3	B5/3	GA5	2	GA5/2
B5	4	B5/4	GA5	2	GA5/2
B5	5	B5/5	GA5	3	GA5/3
B5	6	B5/6	GA5	3	GA5/3
B5	7	B5/7	GA5	4	GA5/4
B5	8	B5/8	GA5	4	GA5/4
B5	9	B5/9	GA5	5	GA5/5
B5	10	B5/10	GA5	5	GA5/5
B5	11	B5/11	GA5	6	GA5/6
B5	12	B5/12	GA5	6	GA5/6
B5	13	B5/13	GA5	7	GA5/7
B5	14	B5/14	GA5	8	GA5/8
B4	1	B4/1	GA4	1	GA4/1
B4	2	B4/2	GA4	1	GA4/1
B4	3	B4/3	GA4	2	GA4/2
B4	4	B4/4	GA4	2	GA4/2
B4	5	B4/5	GA4	3	GA4/3
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B4	9	B4/9	GA4	5	GA4/5
B4	10	B4/10	GA4	5	GA4/5
B4	11	B4/11	GA4	6	GA4/6
B4	12	B4/12	GA4	6	GA4/6
B4	13	B4/13	GA4	7	GA4/7
B4	14	B4/14	GA4	8	GA4/8
B3	1	B3/1	GA3	1	GA3/1
B3	2	B3/2	GA3	1	GA3/1
B3	3	B3/3	GA3	2	GA3/2
B3	4	B3/4	GA3	2	GA3/2
B3	5	B3/5	GA3	3	GA3/3

B3	6	B3/6	GA3	3	GA3/3
B3	7	B3/7	GA3	4	GA3/4
B3	8	B3/8	GA3	4	GA3/4
B3	9	B3/9	GA3	5	GA3/5
B3	10	B3/10	GA3	5	GA3/5
B3	11	B3/11	GA3	6	GA3/6
B3	12	B3/12	GA3	6	GA3/6
B3	13	B3/13	GA3	7	GA3/7
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B2	2	B2/2	GA2	1	GA2/1
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B2	4	B2/4	GA2	2	GA2/2
B2	5	B2/5	GA2	3	GA2/3
B2	6	B2/6	GA2	3	GA2/3
B2	7	B2/7	GA2	4	GA2/4
B2	8	B2/8	GA2	4	GA2/4
B2	9	B2/9	GA2	5	GA2/5
B2	10	B2/10	GA2	5	GA2/5
B2	11	B2/11	GA2	6	GA2/6
B2	12	B2/12	GA2	6	GA2/6
B2	13	B2/13	GA2	7	GA2/7
B2	14	B2/14	GA2	8	GA2/8
B1	1	B1/1	GA1	1	GA1/1
B1	2	B1/2	GA1	1	GA1/1
B1	3	B1/3	GA1	2	GA1/2
B1	4	B1/4	GA1	2	GA1/2
B1	5	B1/5	GA1	3	GA1/3
B1	6	B1/6	GA1	3	GA1/3
B1	7	B1/7	GA1	4	GA1/4
B1	8	B1/8	GA1	4	GA1/4
B1	9	B1/9	GA1	5	GA1/5
B1	10	B1/10	GA1	5	GA1/5
B1	11	B1/11	GA1	6	GA1/6
B1	12	B1/12	GA1	6	GA1/6
B1	13	B1/13	GA1	7	GA1/7
B1	14	B1/14	GA1	8	GA1/8

ANNEX V BIS – DECISION OF THE SECRETARY GENERAL ON THE TRANSITIONAL MEASURES RELATING TO THE NEW EMPLOYMENT PACKAGE – CONTRACTUAL TRANSITION PROCESS

1. On 15 April 2024, Council approved the NEP Workstream 1 framework, as laid out in C(2023)125/REV5, which sets forth a new contractual framework for officials, coming into effect on 1 July 2025.

2. As described in para. 116 of C(2023)125/REV5

'There will be a contractual transition process in 2025 for most existing Officials under fixed-term appointment. This process will allow Directorates to propose to convert the fixed-term appointments of existing eligible Officials into open-ended appointments in parallel with NEP Workstream 1 implementation, should they meet the pre-defined requirements [contractual transition process is expected to take place in September 2025]. There is no requirement to propose an Official for conversion; this remains discretionary and, unless proposed and accepted for conversion, a fixed-term appointment ends on its set date or after a maximum of five years.'

3. The purpose of this Decision is to set out the modalities of the contractual transition process, as part of the implementation of NEP Workstream 1, for incumbent officials who hold a fixed-term appointment on 30 June 2025.

4. The contractual transition process provides for a review of individual contractual situations to allow the Organisation to decide whether a fixed-term appointment should be converted into an open-ended appointment.

Eligible officials to the contractual transition process

5. Officials, with a fixed-term appointment, other than executive and senior executive officials, may be proposed by their Director[30] to be considered under the contractual transition process if they fulfil the following conditions:

   - they were appointed, following a standard recruitment procedure, before 1 September 2023;
   - by the date of implementation of NEP Workstream 1, i.e. 1 July 2025, they have not been already notified of:
     - the expiration of their fixed-term appointment at its foreseen end date ; or
     - the non-conversion of their appointment as a result of a former conversion exercise (including when this resulted in an exceptional extension of the fixed-term appointment for business reasons); or
     - the conversion of their fixed-term appointment into an open-ended appointment.

Process

6. The conversion of officials' fixed-term appointments to open-ended appointments under the contractual transition process shall be decided by the Head of Human Resource Management, on the proposal of the Director concerned.

7. The Organisation is under no obligation to convert a fixed-term appointment under an open-ended one. This decision to convert to an open-ended appointment remains discretionary and will be made only if

[30] For the purposes of the present Decision, and unless otherwise specified, "Director" shall refer to Directors, Heads of programmes, or other officials to whom the Secretary-General has conferred the responsibility for and executive authority over a programme of work. This term includes, for example, the Executive Director of the International Energy Agency, the Secretary-General of the International Transport Forum, as well as other heads of programmes hosted by the Organisation.

considered to be in the long-term interests of the Organisation, bearing in mind organisational requirements.

8. To assist the Head of Human Resource Management to make his/her decision, the conversion proposals shall be reviewed by the Corporate Review Group (CRG), whose composition is as follows:

   - a Deputy Secretary-General (Chair)
   - the Chief of Staff
   - the Executive Director
   - three directors appointed by the Secretary-General.

Secretariat services of the CRG are provided by the Human Resource Management and Programme, Budget and Financial Management.

9. The role of the CRG is to advise the Head of Human Resource Management on whether the proposals for appointment conversions would be in the long-term interest of the Organisation. In doing so, the CRG shall assess in particular whether the proposals for conversions support the Organisation's staffing needs and the retention of key talent for the Organisation while providing flexibility for diverse profiles and evolving skills sets.

Situation of i) executive and senior executive officials holding a fixed-term appointment on 30 June 2025 and ii) officials promoted to executive or senior executive functions on or after 1 July 2025

Executive and senior executive officials holding a fixed-term appointment on 30 June 2025

10. Executive and senior executive officials are not eligible to the contractual transition process.

11. Executive officials holding a fixed-term appointment on 30 June 2025 may only continue to be employed by the Organisation, regardless of their total length of service, under executive appointments. The Secretary-General may offer such executive appointment upon the expiry of their fixed-term appointment in force at 30 June 2025. In this case, the executive appointment shall not be subject to the probationary period provided for in Staff Regulation 9 bis, paragraph d).

12. Senior executive officials holding a fixed-term appointment on 30 June 2025 and whose appointment is renewed by the Secretary-General with effect on or after 1 July 2025 will be offered an executive appointment. Such executive appointment will start upon the expiry of their fixed-term appointment and shall not be subject to the probationary period provided for in Regulation 9 bis, paragraph d).

Officials promoted to executive or senior executive functions on or after 1 July 2025

13. Officials appointed prior to 1 July 2025, who are promoted to executive or senior executive functions on or after 1 July 2025, shall be offered an executive appointment.

14. Executive officials holding an open-ended appointment who are transferred to other executive functions after 1 July 2025 following a successful application in a selection procedure shall be offered an executive appointment, which shall replace their open-ended appointment. However, in accordance with Staff Rule 17/7.3.2, those officials shall remain entitled to the indemnity for loss of employment and notice period applicable to them prior to their executive appointment.

Situation of officials i) who are not eligible to the contractual transition process or ii) whose fixed-term appointment was not converted following the contractual transition process

15. Officials, other than executive and senior executive officials, who are not eligible to be considered under the contractual transition process and officials whose fixed-term appointment was not converted following the contractual transition process will remain on their fixed-term appointment until its expiry.

16. In line with Staff Regulation 9, paragraph a) iii), their fixed-term appointment may be renewed once or more, provided that the total duration of service under such fixed-term appointments does not exceed five years.

17. Once their fixed-term appointment expires, such officials may be reemployed under an open-ended or executive appointment without a mandatory cooling-off period. However, a cooling-off period of twelve

months from the date of expiry of their fixed-term appointment must be observed for such officials to be reemployed by the Organisation in any other capacity or to enter into a contract with the Organisation for the provision of intellectual services.

Determination of the applicable notice periods, indemnities for loss of employment and termination by mutual consent

18. Officials appointed prior to 1 July 2025 remain subject to the provisions in force before that date with respect to notice periods, indemnities for loss of employment and termination by mutual consent.

19. Officials appointed on or after 1 July 2025 are subject to the provisions adopted under NEP Workstream 1 in their entirety, including with respect to notice periods, indemnities for loss of employment and termination by mutual consent. This principle applies irrespective of whether these officials have been previously employed by the Organisation before 1 July 2025 and regardless of the length of time between the previous appointment and the new appointment.

ANNEX VI - RULES AND INSTRUCTIONS OF THE STAFF PROVIDENT FUND OF THE ORGANISATION

Rules

PURPOSE OF THE STAFF PROVIDENT FUND OF THE ORGANISATION

1.

a) The Staff Provident Fund of the Organisation (hereinafter called the "Fund") shall receive and administer all payments made by the Organisation and by officials who have maintained their participation in the Fund (hereinafter called the "participants").

b) In addition, the accounts of officials affiliated to the Pension Scheme who have maintained a credit balance with the Fund shall continue to be administered pursuant to these Rules and Instructions with the exception of those provisions which govern contributions to the Fund.

CONTRIBUTIONS

2. Contributions of participants to the Fund shall be calculated on the salary specified in Staff Rule 15/1, increased by any cost-of-living allowance relating to it, without regard to any reduction of emoluments made under Staff Rules 17/1.15 and 17/1.20.

3. A contribution equal to 7 per cent of the monthly salary and cost-of-living allowance shall be deducted each month from the emoluments due to the participants and paid into the Fund. When the payment of emoluments is suspended, the contribution of the participant shall be deducted from the benefits paid in accordance with Staff Rules 17/1.15 and 17/1.20.

Last update: June 2009

4. A contribution equal to 14 per cent of the monthly salary and cost-of-living allowance due to the participants shall be paid into the Fund each month by the Organisation.

INDIVIDUAL ACCOUNTS

5. An individual account shall be held in the name of each participant. To each account there shall be credited:

a) the contributions provided for in Rules 3 and 4;

b) the annual interest accruing on the amounts standing to the credit of the account, at an annual rate determined in accordance with Rule 22;

c) as regards participants who, on 30th June 1957, were established members of the staff within the meaning of the OEEC Staff Regulations in force at that date, the amounts defined in Article 1 of the Regulation by the Secretary-General of 29 June 1957, in connection with the establishment of the Staff Provident Fund; and

d) as regards participants who were appointed before 31st December 1960 as established members of the staff of the Organisation within the meaning of the OEEC Staff Regulations in force at that date, and who were in service on 1st January 1972, or who, following the termination of their appointment on attaining the age limit after 31st December 1963, were benefiting on 1st January 1972 from the provisions of Rule 6 b) i), the amounts determined under the conditions provided for in the Regulation by the Secretary-General of 22nd March 1972, concerning the adjustment of Provident

Fund balances (pursuant to the Resolution of the Council of 21st December 1971).

Instructions

5/1 *For the purpose of Rule 5 the following shall be assimilated to the amounts defined in paragraph c) of that Rule:*

i) amounts received from a provident fund of another Co-ordinated Organisation by a participant in such a fund; and

ii) amounts which have been paid pursuant to the provisions of Rule 6 a) to an official who is subsequently reappointed and who wishes to repay them to his individual account.

5/2 *An official wishing to avail himself/herself of Instruction 5/1 i) must, within a period of three months as from the date of appointment, address an application to the Human Resource Management Service together with documents establishing the amount to be paid. The payment of this amount must be made within a period which may not exceed three months as from the date of application.*

5/3 *The reconstitution of the account in the Fund pursuant to Instruction 5/1 ii) may take effect on the date of reappointment of the official concerned, who should address an application to the Human Resource Management Service together with documents establishing the amount to be repaid. The corresponding reconstitution of the account must be made within a period which may not exceed three years as from the date of application.*

Rules

BENEFITS

6.

a) On the termination of his/her appointment, a participant shall receive from the Fund:

i) if the participant has been appointed for an indefinite term after 31st December 1971, and his/her appointment terminated pursuant to Staff Regulation 11 a) i), v) or 11 b) or he/she resigns:

on the completion of less than one year's service, the amount of contributions the applicant has made pursuant to Rule 3 increased by interest at the rate of 3.5 per cent per annum;

on the completion of more than one and less than five years' service, the amount of contributions the applicant has made pursuant to Rule 3 increased by compound interest at the rate of 3.5 per cent per annum and, for each year of service after the first, one month and a half of the salary provided for in Rule 15/1, increased by any cost-of-living allowance relating to it, to which the applicant is entitled on the date of the notification of the termination of his/her appointment or on the effective date of his/her resignation;

Last update: December 99

ii) all the amounts standing to the applicant’s individual account in the Fund:

- if the appointment of an official is terminated before he/she has completed five years' service because he/she is incapacitated for service on health grounds;
- in all other cases not specified above.

b) The payment provided for in this Rule shall, however, be deferred at the request of the person concerned:

i) in the event of the termination of his appointment on attaining the age limit;

ii) when the person concerned is dismissed on account of permanent incapacity or disablement;

iii) during the period of his/her appointment as a full-time consultant if that appointment takes effect on the date of his/her resignation from, or the termination of, his/her appointment as an official;

iv) either until the end of the calendar year during which the appointment is terminated, or for a period of six months as from the date of termination of the appointment, in the event of resignation or termination of this appointment by virtue of Staff Regulation 11 a) iii).

Last update: December 99

c) The provisions of Rules 5 b), 8, 9, 23, 24, 25, 27 and 28 shall apply to the persons benefiting from the provisions of paragraph b) above.

7. If a participant is dismissed for disciplinary reasons, the Secretary-General may deprive the participant of the whole or part of the payments made in his/her respect by the Organisation. In such cases, any sum not paid to the participant shall be credited to the budget of the Organisation.

8. In the event of the death of a participant, the amounts standing to the participant's individual account shall be paid to his qualified representatives (ayants droit).

Instructions

8/1 *The qualified representatives (ayants droit) or their duly appointed delegate shall inform the Organisation of the desired method of payment of the amounts standing to the individual account of the deceased participant.*

8/2

a) When a participant to the Fund dies, the amounts standing to the participant's individual account have to be requested by his/her qualified representatives (ayants droit) within the delays provided by Staff Rule 17/8; failing to do so, the claim lapses. The period of limitation begins to run from the date of decease.

b) The amounts corresponding to a lapsed claim remain credited as assets of the Fund and may be used by the Secretary-General for the management of the Fund.

Last update: June 2009

9. Benefits under the Fund shall be transferable into the currency of the country of which the participant entitled to them is a national. The Secretary-General may authorise the transfer of benefits into another currency on good grounds. Transfers shall be made at the rate of exchange ruling in Paris at the date on which they are effected.

10. The benefits provided for in Rule 6 shall be paid on the first day of the month following either that in which the appointment of the participant comes to an end, or that during which the person concerned ceases to take advantage of Rule 6 b).

Instruction

10/1 *A participant shall be considered as having ceased to take advantage of the provisions of Rule 6b) i) ii) or iii) four months after having asked to cease taking advantage of the provisions of that Rule. The participant shall benefit from interest and revaluations taking effect before the day on which he/she ceases to take advantage of the provisions of Rule 6 b), irrespective of the date when they were decided upon.*

11. Except as otherwise provided in Rule 7, the benefits due either to a participant or a person benefiting from the provisions of Rule 6 b) or to his/her qualified representatives shall be equal to the total amount standing to the credit of his/her individual account, plus the interest due in respect of the period which runs from the first day of the calendar year to the last day of the month preceding that in which the appointment of the participant is terminated or that during which the person benefiting from the provisions of Rule 6 b) ceases to take advantage of those provisions.

12. The persons benefiting from the provisions of Rule 6 b) may withdraw, at six-monthly intervals, and subject to four months' notice, all or part of the amount standing to their individual accounts. However, if the amount standing to the individual account of such persons is less than Frs 5 000, such amount shall be paid to them automatically. The amounts so withdrawn from their individual accounts or paid to them shall bear interest calculated as provided for in Rule 26.

Last update: June 92

ADMINISTRATION OF THE FUND

13. All moneys deposited with banks, all securities and investments and all other assets which are the property of the Fund shall be deposited, acquired and held in the name of the Organisation.

14. The assets of the Fund shall not be merged with the other assets of the Organisation and shall be separately administered and accounted for.

ADVISORY COMMITTEE

15. An Advisory Committee shall advise the Secretary-General on the administration of the Fund. The Committee shall consist of six members:

- two members appointed by the Council,
- two members appointed by the Secretary-General, and
- two members elected by secret ballot, as laid down in an instruction by the Secretary- General to represent the participants.

Instruction

15/1 *Participants shall elect by secret ballot, under the same provisions as for the election of members, two deputy members who shall participate without voting rights in the Advisory Committee's proceedings; a majority of the members may decide on holding a meeting at which the deputy members are not present.*

16. The members of the Advisory Committee shall serve for a term of two years and may be re- appointed.

17. The Advisory Committee shall elect its chairman and shall determine its own procedure.

18. The Secretary-General shall appoint a secretary to the Advisory Committee.

Last update: June 92

INVESTMENT

19. The Secretary-General shall, after consultation with the Investment Committee, decide on the investment of the assets of the Fund. The Secretary-General shall consult the Advisory Committee on general investment policy. The recommendations of the Investment Committee shall be made known to the Advisory Committee.

Instruction

19/1 *The Secretary-General shall appoint a manager for the Fund who will be empowered to countersign Fund transactions with an authorised official from the Finance Service. The choice of the manager shall be made after prior consultation with the Advisory Committee.*

20. The Investment Committee shall consist of three members chosen for their special experience in investment. They shall have the status of consultants of the Organisation and shall be appointed by the Secretary-General, after consultation with the Advisory Committee, for an initial period of three years.

21. The expenses incurred by the Secretary-General in connection with the investment of the assets of the Fund, and, in particular, those enumerated in the Secretary-General's Rules on Accounting Procedure and those arising out of the application of Rule 20 shall be borne by the Fund.

INTEREST AND REVALUATION

22.

a) On the proposal of the Secretary-General, the Council shall determine the rate of interest to be

credited to the accounts having regard to the yield on the investments made.

b) A special Reserve Account for retired staff shall be opened in the books of the Fund which account shall be credited with:

Last update: June 92

- the amounts representing the difference between the amounts standing to the credit of the individual accounts, including interest to the date of termination, of officials whose appointments are terminated as provided for in Rule 6 a) i) and the amounts paid to them pursuant to that Rule;
- interest credited annually to the Special Reserve Account calculated pursuant to the provisions of Rules 23 to 25, 27 and 28.

On the proposal of the Secretary-General, the Council shall determine, account being taken of the amount of the Special Reserve Account, a supplementary rate of interest to be credited to the accounts of persons benefiting from the provisions of Rule 6 b) i) and ii), the total amount so credited being charged against the balance on the special Reserve Account at 31st December of each year.

23. The amounts standing to the credit of the individual accounts shall bear interest from the first day of the month following that in which the relevant payment is received by the Fund.

24. Any deduction from the Fund under Rules 12 and 29 shall cease to bear interest from the beginning of the month in which it is made.

25. On 1st January of each year the individual accounts shall be credited with annual interest.

26. On termination of the service of a participant or when a person benefiting from the provisions of Rule 6 b) ceases to take advantage of those provisions, the interest to be credited in respect of the period which runs from the first day of the calendar year to the last day of the month preceding either that in which The participant's appointment is terminated or that during which the person benefiting from the provisions of Rule 6 b) ceases to take advantage of those provisions, shall be calculated at a rate fixed by the Secretary-General. This rate shall not be higher than the rate of annual interest fixed for the last financial year in respect of which the accounts of the Fund were closed.

27. Each year, and if the Secretary-General considers it necessary, before the end of each month, the Secretary-General shall value the assets of the Fund and decide whether the amounts standing to the credit of the individual accounts ought to be revalued. If the Secretary-General decides that they ought to be revalued he/she shall determine the coefficient to be applied to them.

Instruction

27/1 *The Advisory Committee shall periodically review unrealised capital gains and losses and submit recommendations to the Secretary-General for appropriate revaluation of the amounts standing to participants' individual accounts, in particular so as to enable the participant to determine the annual revaluation provided for under Article 27, the coefficient for which shall be based on the valuation of assets at 31st December.*

28. Where it is decided to revalue the individual accounts, such revaluation shall have effect as from the first day of the month following that in which the decision is made.

AUTHORISED DEDUCTIONS

29. Participants shall be entitled to have refunded to them by deduction from the amount standing to their individual account in the Fund the cost to them of:

a) voluntary affiliation to old age insurance under the French Social Security Scheme or under their national scheme of Social Security;

b) in the case of national civil servants seconded to the Organisation, affiliation to the pension scheme in operation in their civil services of origin; and

c) affiliation to the voluntary insurance for death or disablement taken out by the Secretary- General on behalf of the staff.

30. Deductions from individual accounts under Rule 29 shall be made on production of documentary evidence of payments made by the participant or by the Organisation on his/her behalf.

Last update: June 92

Instruction

30/1 *Officials who have ceased to take advantage of the provisions of Rule 29 a) and b), may reconstitute their accounts in the Fund; they should address an application to the Head of Human Resource Management together with documents establishing the amount to repay; the corresponding reconstitution of the account must be made in a period which may not exceed three years from the date of application. However, no reconstitution may be made after the expiry of the participant's appointment.*

Last update: September 99

Rules

31. Besides deductions authorised under Rule 29 participants may, in accordance with conditions laid down by the Secretary-General by means of instructions, have deducted the whole or part of the amount standing to their individual account in the Fund, for the purpose of acquiring a dwelling destined for their personal residence or in order to make substantial structural alterations to such a dwelling.

32. The Secretary-General shall, by means of instructions, set the conditions and the period, which may not exceed 15 years, in accordance with which participants must reconstitute the amounts standing to their individual account which have been deducted by virtue of Rule 31.

Instructions

32/1 *An official wishing to make application to withdraw money from the Fund pursuant to Rule 31 should use the special form provided and forward it to the Provident Fund Section of the Treasury and General Accounting Division of the Finance Service, together with all documents relevant to the intended transaction.*

32/2 *Authorisation to withdraw should be granted only in respect of a dwelling in the area in which the official is employed by the Organisation, except where he is 55 years of age or more or has completed at least 15 years' service in the Organisation.*

Last update: June 92

32/3 *Authorisation to withdraw shall be granted by the Executive Director with the Consultative Board, having regard, inter alia:*

a) in the case of purchase, to the details of the proposed transaction and, in particular, the sum of money involved, the locality of the property, alternative credit facilities and the official's ability to make regular repayments;

b) in the case of structural alteration to a dwelling of which the official is already the owner, to the nature and extent of the modifications proposed and the effect on the value of the dwelling.

32/4 *The Consultative Board shall be composed as follows:*

Chairman:	- the Financial Controller;
Members:	- the Head of Human Resource management, - the Head of Finance Service, - the Director of Legal Affairs, - a member and a deputy member nominated by the Staff Association.

32/5 *The sum of any withdrawals from an official's account and any loans made to the official under Staff Rule 17/4.2 shall not exceed at any time the sum of the amount standing to the credit of his/her account in the*

Fund and the amounts to which the official is entitled under Article 11 of the Pension Scheme Rules and of his/her emoluments for the period of notice applicable to him/her pursuant to Staff Regulation 11 c).

Last update: December 99

32/6 *An official who is authorised to make a withdrawal pursuant to Rule 31 will be required to take out death or disablement insurance or to provide adequate surety for an amount at least equal to that of the withdrawal. However, where the official has neither a spouse nor a dependent child, the Executive Director may waive this condition.*

Last update: June 92

32/7 *Repayments to reconstitute an official's account may be deducted from monthly emoluments. However, the total amount to be reconstituted shall exclude sums paid or payable in accordance with Article 44.3 ii) of the Pension Scheme Rules. The date at which the repayments shall commence shall be decided by the Executive Director on the advice of the Consultative Board having regard to any outstanding loans granted to the official and shall commence not later than five years after the date on which the withdrawal is made. At his/her option an official may reconstitute his/her account at an earlier date than that initially fixed.*

32/8 *In the event of the sale or of transfer of ownership in the dwelling in respect of which a withdrawal from the official's account in the Fund has been made, the official shall apply the proceeds in the first place to reconstituting his account in the Fund. The official shall furnish the Head of Human Resource Management with all relevant particulars of the transaction and shall make the necessary arrangements with the Head of Finance Service for the reconstitution of his/her Fund account.*

Rule

33. The accounts referred to under Rule 1 b) may be closed at any time on the request of officials to withdraw the balance therein where such officials have been credited, under the Pension Scheme, with their full period of service as officials before 1st July 1974.

Instruction

33/1 *The withdrawal of the amounts standing to an account which a participant requests to be closed pursuant to Rule 33 shall be subject to the same notice as that provided under Rule 12.*

Last update: June 92

APPENDIX TO ANNEX VI

INSTRUCTION BY THE SECRETARY-GENERAL

(CONCERNING ELECTIONS OF THE PROVIDENT FUND ADVISORY COMMITTEE OF THE ORGANISATION)

THE SECRETARY-GENERAL,

Having regard to the Staff Regulations and Rules of the Organisation; Having regard to the Rules of the Staff Provident Fund of the Organisation;

DECIDES:

1. The Instruction of the Secretary-General of 13th September, 2007 concerning the elections of the Provident Fund Advisory Committee [SGD(2007)1] is repealed and replaced with effect from 23 October 2019 by the provisions set out in paragraph 2 of this Instruction.

2. Elections of Provident Fund Advisory Committee:

Article 1 Date of elections

The election of the members of the Provident Fund Advisory Committee representing the participants shall be held every two years, during the period of four months preceding the expiry of the term of office of the retiring members. The Secretary-General shall determine the date of each election.

Article 2 Electors: Eligibility

1. Former officials who have an account open in their name in the Provident Fund pursuant to Article 6 b) i) or ii) of the Rules of the Staff Provident Fund shall be entitled to vote for election.

2. Officials, former officials referred to in paragraph 1 above and those receiving a retirement pension from the Organisation shall be eligible to be candidates for election.

Article 3 Candidature

1. Any candidate for office as a member of the Advisory Committee of the Provident Fund shall, not later than six weeks before the date of the elections, give notice of his/her candidature to the Supervisory Committee provided for in Article 5. The Secretary-General shall determine the time limit for giving notice of candidature.

2. Each candidate may, along with the notice of candidature, provide to the Supervisory Committee a statement regarding investment policy, of a maximum of one page.

Article 4 Ballot

1. Each elector shall vote for four persons chosen from the list of candidates established by the Supervisory Committee.

2. The two persons receiving the highest number of votes shall be elected members of the Advisory Committee of the Fund.

3. The two persons receiving the next highest number of votes shall be elected alternate members.

4. In the event of two persons obtaining an equal number of votes the person having the longer service with the Organisation shall be elected.

5. Electors may vote by proxy, but no elector may exercise the proxy of more than three other electors.

6. Electors may vote by correspondence.

Article 5 Supervisory Committee

1. The election shall be held under the supervision of a Committee consisting of:
   i) the Director of the Budget and Finance Service or an official nominated by him, as Chairman,
   ii) an official appointed by the Secretary-General,
   iii) an official designated by the Staff Association.
2. The Committee shall adopt its own rules of procedure.
3. The Committee shall:
   a) publish a list of the electors no later than two months before the date of the election, and invite participants who so wish to give notice of their candidature;
   b) receive candidatures and publish them within five days after the expiry of the time-limit determined for giving notice of candidature;
   c) determine the time and place of the ballot;
   d) establish rules for the operation of the ballot and the form of the ballot papers;
   e) determine the conditions under which voting by proxy or by correspondence shall be admitted;
   f) distribute the list of candidates, the statements of candidates, the ballot papers and the ballot envelopes, no later than five weeks before the date of the election;
   g) preside over the counting of votes, decide on the validity of ballot papers, draw up a report and notify the results to the electors not later than eight days after the elections;
   h) take any appropriate action to provide adequate material conditions for the ballot and safeguard its freedom and secrecy.
4. All notices and communications by the Supervisory Committee shall be issued simultaneously in both official languages and, for purposes of calculating time periods, shall be considered issued on the date available to the electors in both languages.

Article 6 Complaints Committee

Any complaint relating to an election shall be submitted to the Secretary-General, no later than eight days from the publication of the results, for decision by a Committee consisting of a member of the Legal Director or an official designated by him, as Chairman, an official appointed by the Secretary-General, and an official designated by the Staff Association, who are not members of the Supervisory Committee.

Article 7 Replacement of Representatives of the Participants

The alternate member having received the largest number of votes shall replace the representative of the Participants for the remainder of his/her term of office, if this member:

a) resigns from office;
b) has been the subject of a disciplinary sanction of suspension without salary or dismissal;
c) leaves the Organisation without benefiting from the provisions of Article 6 b) i) or ii) of the Rules of the Staff Provident Fund;
d) no longer benefits from these provisions;
e) is appointed manager, representative of the Secretary-General, or Secretary of the Committee;
f) is unable to carry out his/her mandate or dies.

If two members are called upon to be replaced, new elections shall be organised within four months and the

alternate members shall replace the two members for the period remaining until the results of the elections are known.

Last update: October 2019

ANNEX VII - RULES APPLICABLE TO OFFICIALS SERVING IN TOKYO

This text has been deleted

Please refer to Annex XXIII

Last update: May 2003

ANNEX VIII - RULES APPLICABLE TO OFFICIALS SERVING IN WASHINGTON

This text has been deleted

Please refer to Annex XXIII

Last update: May 2003

ANNEX IX - RULES APPLICABLE TO OFFICIALS SERVING IN BONN

This text has been deleted

Please refer to Annex XXIII.

Last update: May 2003

ANNEX X - PENSION SCHEME RULES

TABLE OF CONTENTS

ANNEX X - PENSION SCHEME RULES **268**
TABLE OF CONTENTS **268**

CHAPTER I - GENERAL PROVISIONS **270**
Article 1 - Scope *270*
Article 2 - Deferred entitlement *270*
Article 3 - Definition of salary *271*
Article 4 - Definition of service conferring entitlement to benefits *271*
Article 5 - Calculation of service conferring entitlement to benefits *273*
Article 6 - Reckonable years of service *276*
Article 6bis - Part-time service - effects on the calculation of entitlement *277*

CHAPTER II - RETIREMENT PENSION AND LEAVING ALLOWANCE **279**
Section 1 - RETIREMENT PENSION **279**
Article 7 - Conditions of entitlement *279*
Article 8 - Age of entitlement, deferred pension and early pension *279*
Article 9 - Commencement and cessation of entitlement *280*
Article 10 - Rate of pension *280*
Section 2 - LEAVING ALLOWANCE **282**
Article 11 – Leaving allowance *282*
Section 3 - INWARD AND OUTWARD TRANSFER OF PENSION RIGHTS **283**
Article 12 – Inward and outward transfer of pension rights *283*

CHAPTER III - INVALIDITY PENSION **287**
Article 13 – Conditions of entitlement - Invalidity board *287*
Article 14 – Rate of pension *290*
Article 15 – Earnings rule *291*
Article 16 – Medical examination –Termination of pension *291*
Article 17 – Commencement and cessation of entitlement *292*

CHAPTER IV - SURVIVOR'S AND REVERSION PENSIONS **293**
Article 18 – Conditions of entitlement *293*
Article 19 – Rate of pension *294*
Article 20 – Reduction for difference in age *294*
Article 21 – Remarriage *295*
Article 22 – Rights of a former spouse *295*
Article 23 – Commencement and cessation of entitlement *296*
Article 24 – Incapacitated widower *296*

CHAPTER V - ORPHAN'S PENSION AND DEPENDANT'S PENSION **297**
Article 25 – Rate of orphan's pension *297*
Article 25bis – Rate of pension for other dependants *298*
Article 26 – Commencement and cessation of entitlement *298*
Article 27 – Beneficiaries of more than one category *298*

CHAPTER VI - FAMILY ALLOWANCES **302**
Article 28 – General Provisions *302*

CHAPTER VII - CEILING ON BENEFITS **304**
Article 29 – Ceiling on benefits for surviving spouse, former spouse(s), orphans and/or dependants *304*

CHAPTER VIII - PROVISIONAL PENSIONS **306**
Article 30 – Conditions of entitlement *306*

CHAPTER IX - DETERMINATION OF THE AMOUNTS OF BENEFITS 307
Section 1 - ASSESSMENT OF ENTITLEMENT 307
Article 31 – Organisation responsible for the assessment 307
Article 32 – No double entitlement 307
Article 33 – Basis of calculation 308
Article 34 – Re-assessment – cancellation 310
Article 35 – Requirement of evidence - forfeiture of rights 310
Section 2 - ADJUSTMENT OF BENEFITS 311
Article 36 – Adjustment of benefits 311
Section 3 - PAYMENT OF BENEFITS 313
Article 37 – Mode of payment 313
Article 38 – Sums owed to the organisation 313
Article 39 – Right of subrogation 313

CHAPTER X - FINANCING THE PENSION SCHEME 314
Article 40 – Charge on budgets 314
Article 41 – Staff member's contribution - costing the scheme 314

CHAPTER XI - PROVISIONS RELATING TO THE ADJUSTMENT OF PENSIONS 316
Article 42 - Pensions which are subject to national tax legislation 316

CHAPTER XII - TRANSITIONAL ARRANGEMENTS APPLICABLE TO STAFF WHOSE SERVICE BEGAN BEFORE 1st JULY 1974 320
Section 1 - STAFF WHOSE SERVICE DID NOT TERMINATE BEFORE 1st JANUARY 1973 320
Article 43 - Scope 320
Article 44 - Pension with credit for past service 321
Article 45 - Pension without credit for past service 327
Article 46 - Bonus for service after the age of sixty 327
Article 47 - Compensation for loss of previous pension rights 329
Article 48 - Provident Fund 335
Section 2 - STAFF WHOSE SERVICE TERMINATED BEFORE 1st JANUARY 1973 336
Article 49 - Scope 336
Section 3 - HARDSHIP ALLOWANCE 338
Article 50 - Hardship Allowance 338

CHAPTER XIII - FINAL PROVISIONS 339
Article 51 – Co-ordination 339
Article 52 – Detailed implementation 339
Article 53 – Entry into force 339

APPENDIX 1 340

APPENDIX 2 342

ANNEX X - PENSION SCHEME RULES

(Revision at 1st December 2002(*))

CHAPTER I - GENERAL PROVISIONS

Article 1 - Scope

1. The Pension Scheme established by these Rules applies to staff holding indefinite-term or definite or fixed-term appointments in:

   - the Council of Europe,
   - the European Organisation for the Exploitation of Meteorological Satellites (EUMETSAT)
   - the European Centre for Medium-Range Weather Forecasts (ECMWF),
   - the European Space Agency (ESA) [ex-European Organisation for the Development and Construction of Space Vehicle Launchers (ELDO) and the European Space Research Organisation (ESRO)],
   - the North Atlantic Treaty Organisation (NATO),
   - the Organisation for Economic Co-operation and Development (OECD), and
   - the Western European Union (WEU).

who are not affiliated to any other pension scheme set up by one of these Organisations after 31 December 2000.

2. This scheme shall not apply to other categories of personnel defined in each Organisation, such as experts, consultants, temporary staff, auxiliary staff, employees and personnel hired under local labour legislation.

3. In these Rules, the term "Organisation" refers to that Organisation listed in paragraph 1 above which employs the staff members to whom these Rules apply, and the term "staff member" (**) means the staff referred to in paragraph 1 above.

Last update: July 2012

Instruction

1.2 Non-permanent Staff

Each Organisation shall precisely define what categories of staff are referred to in paragraph 2 of Article 1 of the Rules, that is to say, what categories of staff do not rank as permanent staff eligible for benefits under the Pension Scheme.

Article 2 - Deferred entitlement

1. Where the medical examination which every staff member has to undergo as part of the appointment process (and the possible consequences of which have been duly notified to him before his appointment) shows him to be suffering from an illness or disablement, the Organisation may decide that, as regards risks arising from an illness or disablement existing before he took up his duties, the said staff member shall not be entitled to the invalidity or death benefits provided for in these Rules until the expiry of a period not exceeding five years from the date when he entered the service of the Organisation. If a staff member leaves an Organisation and takes up employment in another Organisation within a period of not more than six months, the time spent in the service of the first Organisation shall be deducted from this five- year period.

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* Revised provisions only apply to benefits not yet assessed on 1st December 2002.

** In the present Regulations, the term "staff members" and "beneficiaries" apply equally to men and women

Instructions

2.1/1 Medical examination

The Organisation shall inform the staff member in writing of the application of a period of deferred entitlement and of its duration, which may be from one to sixty months. The Medical Consultant of the Organisation shall inform him in writing of the nature of the illness or disablement which justified the application of the deferment period.

2.1/2 Definition of entitlements during the deferment period

i) If the staff member concerned leaves the Organisation during the deferment period, the leaving allowance shall be paid to him and the years of service completed during the deferment period shall be taken into account.

ii) In the event of either permanent total invalidity or death resulting from a cause which justified the deferment period in course:

a) should such an event occur before the staff member has fulfilled the condition provided for in Article 7, the staff member or the beneficiaries shall be entitled to a lump sum, calculated in accordance with the provisions of Article 11;

b) should such an event occur after the staff member has fulfilled the condition provided for in Article 7

- *and if this condition was fulfilled during the deferment period, the staff member or the beneficiaries shall be entitled to a lump sum calculated in accordance with the provisions of Article 11, in respect of the reckonable years of service credited within the meaning of Article 6;*
- *and if this condition was fulfilled prior to the deferment period, the staff member or the beneficiaries shall be entitled to both a lump sum calculated in accordance with the provisions of Article 11, in respect of the reckonable years of service completed during the deferment period, and the benefits to which they would have been entitled before the staff member's appointment.*

Last update: May 2005

iii) In the event of either permanent total invalidity or death resulting from either an accident at work, or an illness or disablement other than that which justified the deferment period, and which occurred after commencement of duties, the staff member or the beneficiaries shall be entitled to the benefits provided by the Pension Scheme for such events.

Article 3 - Definition of salary

Unless otherwise specified, for the purposes of these Rules, salary shall be the monthly basic salary of the staff member, according to the scales in force in the Organisations listed in Article 1 at the time when the pension is assessed, and updated in accordance with the provisions of Article 36.

Last update: January 2020

Article 4 - Definition of service conferring entitlement to benefits

1. Subject to the provisions of Articles 5 and 41, paragraph 1, entitlement to benefit under these Rules shall be determined by the total of the periods served in the Organisations listed in Article 1:

Last update: January 2005

i) as a staff member;

ii) in any other capacity prior to appointment as a staff member, provided any periods so served were not separated by breaks of more than one year.

2. In addition to the total of the periods of service thus calculated, a staff member may request, on termination of service, that periods of service corresponding to certain statutory indemnities be taken into account, in particular payment in lieu of notice, for loss of employment and for leave not taken, under the

provisions laid down by Instruction (*[31]).

3. Periods of part-time service shall be taken into consideration in calculating entitlement to benefit under these Rules provided they correspond to at least half-time work as defined by the provisions laid down by Instruction.

4. The periods referred to in Article 16, paragraph 3, shall also be taken into consideration.

Instructions

4.1/1 Service counting for entitlement

Service counting for entitlement shall consist of the following:

i) any periods of service completed on behalf of a Co-ordinated Organisation by a staff member before the Staff Regulations or the Provident Scheme came into effect; such service must have been completed under an appointment issued by the Organisation or by the provisional Committee or Secretariat from which the Organisation emanated;

ii) any periods of service completed as a staff member;

iii) any periods of sick leave or temporary incapacity in respect of which benefits have been paid; the staff member concerned shall be required to have paid his personal contribution to the Pension Scheme as calculated on the amounts so received; such periods shall be counted without any reduction;

iv) any periods of unpaid leave, if such periods are not taken into account by a new employer for the purposes of a pension scheme; the crediting of periods of unpaid leave equal to or less than two months shall be dependent on payment, for these periods, of the staff member's personal contribution to the Pension Scheme; the crediting of periods of unpaid leave beyond two months and up to a maximum of the four months following, shall be dependent on payment by the staff member, for these periods, of a contribution equal to three times his personal contribution to the Pension Scheme;

v) any periods of secondment, by the Organisation, should the staff member be reinstated; the detailed rules for the crediting of such periods shall be laid down in the regulations applicable to staff.

Last update: September 2019

4.1/2 Service completed in another capacity before appointment as a permanent staff member

Periods of service referred to in Article 4.1 ii) may be taken into account in accordance with Article 5, paragraph 5, if the following conditions are fulfilled:

i) such periods must have been prior to the appointment as a staff member.

ii) such service must have been completed in the full-time or at least half-time employment([32]) of the Organisation, or of more than one Organisation mentioned in Article 1.*

Such employment must have been remunerated according to periods of time and not by the job or piece, being service performed on the premises and under the control and to the instructions of the Organisation, according to its hours of work.

The staff member must have received all his emoluments for the service mentioned in the above sub-paragraph directly from the Organisation.

iii) any such periods completed in the service of the same Organisation, or of more than one Organisation mentioned in Article 1, must not have been broken for more than 12 consecutive months.

iv) in accordance with the provisions of Instruction 6.2, periods so to be taken into account must be of a minimum of thirty days; periods of part-time work, equal to or more than half time, shall be taken

---

[31] (*) Unless otherwise provided, the term "provisions laid down by Instruction" refers, throughout these Rules, to the implementation provisions in Article 52 of the Pension Rules.

[32] (*) "Employment" is used in the general sense: this applies in particular to the English text, bearing in mind OECD "employees".

into account as a proportion of full time. The periods thus validated must total at least 30 days of full time.

4.2 Crediting of periods of service corresponding to indemnities

A staff member may request, on termination of service, the crediting of periods of service corresponding to:

i) compensatory payments in respect of leave not taken;

ii) compensatory payments in lieu of notice;

iii) indemnity for loss of employment.

Such periods of service shall be credited subject to payment by the staff member of the personal contribution to the pension scheme or Provident Fund in respect of all these amounts and insofar as the periods on which the calculation was based are not taken into account by a new employer for the purposes of a pension scheme of a Co-ordinated Organisation.

Only periods of service below the statutory age limit may however be taken into account for the calculation of benefits provided for in these Rules.

Last update: January 2020

4.3 Definition of half-time service

A staff member shall be considered as working half-time, within the meaning of Article 4, paragraph 3, when the number of his working hours, calculated on a monthly basis, is equal to half the number of full-time working hours.

Article 5 - Calculation of service conferring entitlement to benefits

1. Where a staff member appointed by the Organisation has previously served with one of the Organisations listed in Article 1[33], his entitlement to benefits under the terms of Article 4 shall be conditional upon his paying over to the Organisation which re-appoints him the amounts paid to him on leaving his previous service:

    i) pursuant to Article 11;

    ii) in respect of his Provident Fund holding, within the limits stated in Article 44, paragraph 2,

plus compound interest on such amounts at 4% per annum from the date when the staff member received them until the date when they are paid over in accordance with this paragraph.

Should the staff member fail to pay over the amounts in question, reckonable years of service shall count only as from the new appointment.

2. Where a staff member appointed by the Organisation was previously drawing a retirement pension in respect of service with one of the Organisations listed in Article 1, payment of that pension shall cease.

If the staff member refunds to the Organisation offering him a new appointment the pension payments he has received, the provisions of Article 4 shall apply on cessation of his new appointment.

If he does not make this refund, the years of service for which credit was acquired in the employment that originally entitled him to payment of the discontinued retirement pension shall be taken into account in the calculation of the retirement pension due on cessation of his new employment by reference to the salary for his last grading in such previous employment; moreover, that part of the final pension figure shall be abated by 5 per cent for each whole year during which the staff member drew the initial pension before the age of 60.

3. Where a staff member ceases his functions at a grade and step lower than that which he had previously held in the Organisation or in a previous Organisation, his entitlement to benefits under these Rules shall be determined by taking into account the total of his reckonable years of service and the benefits shall be calculated on the basis of the salary for the highest grading held by him. However, a reduction shall be made in the number of years of service to be credited to him in respect of time served at a lower grade or

[33] Insofar as the Scheme set up by the present Rules is made applicable to staff members of the European Union Institute for Security Studies and Satellite Centre, Agencies of the European Union and previously of the WEU, a Member organisation of Co-ordination from the outset, such staff members shall benefit from the provisions of the present Article and of the other provisions of the Rules referring to Article 1.

step after having held the grade by reference to which benefits are calculated; this reduction shall be proportionate to the difference between the said gradings.

4. For the implementation of paragraphs 2 and 3 above, salaries shall be taken into account in accordance with the scales in force when the final pension assessment is made.

Last update: November 2005

5. The crediting of the periods referred to in Article 4, paragraph 1 ii) shall be conditional on:

   i) the staff member submitting an application to that effect no later than six months after confirmation of his appointment as a staff member; the application shall specify the periods of service with which the staff member wishes to be credited;

   ii) the Organisation giving its agreement;

   iii) the staff member paying, for each month of service with which he is to be credited, the contribution provided for in Article 41 of the Rules, of his first monthly salary as a staff member.

Instructions

5.1 Service completed in a Co-ordinated Organisation as a staff member

i) Application for any service referred to in Article 5, paragraph 1 or paragraph 2, to be taken into account must be made no later than six months after confirmation of the new appointment, or before the expiry of the option period prescribed in Article 44 or 49.

ii) Where, pursuant to Article 11, the staff member received a leaving allowance at the end of his previous appointment, then pursuant to Article 5, paragraph 1, no partial crediting of such service shall be allowed; accordingly, the staff member concerned shall be required either to refund such leaving allowance in full or to forgo the right to have the corresponding service credited.

iii) Save where Article 44, paragraph 3, applies, the provisions of sub-paragraph ii) above shall also apply to any amounts which the staff member concerned had previously received in respect of a holding in the Provident Fund on leaving an Organisation, within the limit of the cost of crediting past service specified in Article 44, paragraph 2.

iv) Should the staff member fail to make a full refund immediately, he may be authorised to make such refund, at the latest, as from the expiry of the period referred to in sub- paragraph i) above, by monthly deductions of not less than 20 per cent of the amount of salary, as defined in Article 3, received at the time of beginning such refunds; compound interest at the rate of 4 per cent per annum shall be applied to the amount outstanding, until the refund has been made in full.

v) If at the date on which any benefit under the Pension Scheme is payable, such refunds have not been completed, the balance still due shall be repaid in its entirety, except where Article 44, paragraph 3 applies, through deduction from the benefits to be paid, including those payable to persons entitled under the staff member. The Organisation may authorise payment by instalments, in which case compound interest at the rate of 4 per cent per annum shall be applied to the amount outstanding, until the refund has been made in full.

vi) In the event of incapacity, death or termination of the service of the staff member concerned, any amount still remaining unpaid shall be set off against the capital sums due to him or to the persons entitled under him, in accordance with the provisions of Instruction 38.1, and the balance still due shall be deducted in accordance with the provisions of sub-paragraph v) above.

vii) In the event of the termination of his service without any payment of leaving allowance or pension, the staff member concerned may request time not exceeding twenty-four months in which to make up all or part of any refund then still outstanding, subject to the provisions of sub-paragraph v).

5.2 Crediting of service completed before appointment as a staff member

i) Application to be credited with service completed before appointment as a staff member must be made within six months after confirmation of the said appointment or before the expiry of the option period prescribed in Article 44 or 49 in the case of staff members whose service began before the

commencement of the said option period.

ii) Persons entitled under a deceased staff member may not apply in his place for service to which this Instruction applies to be credited, with the exception of persons entitled to avail themselves of the Transitional Arrangements and to whom Articles 43, paragraph 3 and 44, paragraph 4 apply.

iii) Service shall be credited subject to payment of the contribution referred to in Article 41 as calculated on the basis of the first monthly salary as a staff member and multiplied by the number of months of service in respect of which rights are credited, a pro rata deduction being made, where appropriate, for part-time service. First monthly salary here means the salary corresponding to full-time employment in the grade and step of the staff member, whether he be recruited on a full-time or a part-time basis. Such payment may be made by instalments in the form of monthly deductions from emoluments, commencing not later than the end of the relevant period referred to in sub-paragraph i) above and spread over a period not exceeding the duration of the previous service so credited.

Interest at 4 per cent per annum shall be due in respect of any part of the payments which is deferred beyond such period at the request of the staff member.

If, at the date on which any benefit under the Pension Scheme is awarded, such payments have not been completed, the balance still due shall be deducted from the benefits to be paid, where necessary by instalments.

iv) On making his application to credit such service as aforesaid, the staff member shall be required to consent to the Organisation's having first claim on any capital sums payable in the event of his death or invalidity or of the termination of his service, to the extent of any amounts then still outstanding in respect of crediting such service.

v) In the event of the termination of his service, the staff member or persons entitled under him may request time not exceeding twelve months in which to make up any amount then still outstanding, subject to the provisions of sub-paragraphs iii) and iv) above.

5.3 Non-refund of previous pension payments

Example illustrating the application of Article 5, paragraph 2, last sub-paragraph of the Rules:

i) First pension paid from age 52 to 54: $\left(T' \times \frac{40}{100}\right)$
reduced pursuant to Article 8.4 of the Rules

(T' = salary used as basis of calculation)

(20 reckonable years of service at 2%)

ii) Second period paid from age 54 to age 60: $\left(T'' \times \frac{12}{100}\right)$

(T" = salary used as basis of calculation at age 60)

(6 reckonable years of service at 2%) / leaving allowance

Total Pension

(i) + (ii) = $\left[\left(T' \times \frac{40}{100}\right) \times \frac{90}{100}\right] + \left[\left(T'' \times \frac{12}{100}\right)\right]$

i.e. $0.4T' - 0.04T' + 0.12T''$

iii) In the final calculation of the total pension, the pension between brackets $\left[\left(T' \times \frac{40}{100}\right) \times \frac{90}{100}\right]$
has now been reduced pursuant to Art. 5.2, not Art. 8.4 of the Rules; the amount as stated in i) above is reduced to 90%

$\left(2 \times \frac{5}{100}\right)$

- Termination of service at a lower grade

For the implementation of Article 5, paragraph 3 of the Rules, the calculation shall be made as illustrated below:

i) On previous termination of service (or at highest point in career before downgrading): 10 years' service, grading on departure, A5/5 = theoretical final salary: 100 = T' i.e. 10 years' reckonable service.

ii) On final termination of service:

10 years served in second period,

grading on departure, A4/5 = theoretical final salary: 75 = T"

the reckonable service in respect of the second period will thus be reduced in the ratio:

$$\frac{T''}{T'} = \frac{75}{100}$$

i.e. 7.5 reckonable years.

iii) Total: 10 + 7. 5 = 17. 5 years' reckonable service.

iv) Total pension will be calculated on the basis of: T' = 100 x 17. 5 reckonable years of service.

Article 6 - Reckonable years of service

1. The benefits provided for under these Rules shall be calculated by reference to reckonable years of service consisting of:

   i) service calculated in accordance with Articles 4 and 5;

   ii) service credited in accordance with Article 12, paragraph 1.

2. Incomplete years of reckonable service shall be taken into account on the basis of one-twelfth of a year for each whole month of service. For benefit calculation purposes the period remaining shall be treated as a whole month if it is equal to or more than 15 days.

   However, the period remaining shall not be taken into account for the purpose of calculating the 10 years' service required for entitlement to the retirement pension provided for in Article 7.

3. In the case of part-time work:

   i) reckonable years of service shall be calculated in accordance with the ratio between the working hours corresponding to part-time service and the official number of hours for full- time work in the Organisation;

   ii) however, reckonable years of service shall not be reduced when the staff member authorised to work part-time has contributed to the pension scheme on the basis of full-time work, by paying, in addition to his personal contribution to the Pension Scheme for the part corresponding to his part-time work, a contribution equal to three times the rate of contribution mentioned in Article 41, paragraph 4, on the difference in salary between his part-time work and the corresponding full-time work, under the provisions laid down by Instruction.

Instructions

6.2 Fractions of a month

Any fraction of less than thirty days remaining after aggregating periods of service shall be treated as a whole month if it is equal to or more than fifteen days and disregarded if it is less than fifteen days.

6.3 Non reduction of reckonable years of service

A staff member authorised to work part-time may request to contribute to the Pension Scheme on the basis of full-time work, provided that these periods are not taken into account by another employer for the purposes of a pension scheme and the amount of the supplementary contribution referred to in Article 6, paragraph 3 ii) is paid in accordance with the provisions of Article 41, paragraph 2. The staff member should make his request not later than the eighth day following the beginning of the period for which he is authorised to work part-time. This request shall be final, unless an exceptional derogation is granted by the Secretary / Director General upon receipt of a duly justified request from the staff member.

Article 6bis - Part-time service - effects on the calculation of entitlement

1. Where at the time of termination of his service an official was working part-time, the salary taken into account in calculating his pension entitlement shall be that payable for full-time work at his grade and step as provided in these Rules.

2. However, when an official terminating his service in the circumstances described in paragraph 1 above had been recruited to serve on a part-time basis, or authorised to work part-time for an indefinite period or for a fixed-term renewable by tacit agreement and if the provisions of Article 6, paragraph 3 ii) are not applied, the rate of the invalidity pension provided for in Article 14, paragraph 2, and the minimum and maximum amounts that apply, shall be set in accordance with the provisions laid down by Instruction.

Instructions

6 bis.2/1 Benefit payable to a staff member who has only worked part time

i) For the purposes of calculating the benefit payable under Article 6 bis, paragraph 2, to a staff member who has only worked part time, the following shall be reduced by an amount corresponding to the ratio between the number of hours actually worked and the official number of hours for full-time work:

a) the maximum rate of retirement pension provided for under Article 10, paragraph 2 and the maximum amount of retirement pension provided for under Article 10, paragraph 3;

b) the rate of invalidity pension under Article 14, paragraph 2, and the minimum amount of invalidity pension provided for under Article 14, paragraph 4;

c) the maximum amount of invalidity pension provided for under Article 14, paragraph 4, and the salary referred to in Article 15;

d) the minimum amounts of survivor's or reversion pension provided for under Article 19, paragraph 3;

e) the minimum amounts of orphan's pension provided for the first beneficiary under Article 25, paragraphs 3 and 4, as well as the increases provided for under Article 25, paragraphs 3 and 4, for orphans in respect of the second and every further beneficiary;

f) the amount of the dependant's pension provided for under Article 25bis, paragraph 2;

g) the ceiling for benefits payable to survivors and orphans as defined in Article 29.

ii) However, when a staff member was recruited by the Organisation for part-time service, after having worked full time for one of the Organisations listed in Article 1, he shall be subject to the provisions of Instruction 6bis.2/2 provided he pays over, if appropriate, the sums specified in Article 5, paragraph 1 or Article 5, paragraph 2, as the case may be.

6 bis.2/2 Benefit payable to a staff member who, at the time of termination of his service, is working part time for an indefinite period or for a fixed period renewable by tacit agreement, having previously worked full time

i) For the purposes of calculating the benefit payable under Article 6bis, paragraph 2 to a staff member authorised to work part time for an indefinite period or for a fixed period renewable by tacit agreement, the following shall be reduced in accordance with the ratio between the number of hours actually worked and the official number of hours for full-time work:

a) the rate of invalidity pension under Article 14, paragraph 2, as well as the minimum amount of invalidity pension provided for under Article 14, paragraph 4, and, for those periods of part-time service, the maximum amount of invalidity pension provided for under Article 14, paragraph 4;

b) the minimum amounts of survivor's or reversion pension provided for under Article 19, paragraph 3;

c) the minimum amounts of orphan's pension provided for the first beneficiary under Article 25, paragraphs 3 and 4, as well as the increases provided for under Article 25, paragraphs 3 and 4 for the second and every further beneficiary of an orphan's pension;

d) the amount of the dependant's pension provided for under Article 25bis, paragraph 2.

ii) However, when a staff member fulfils the conditions laid down in Article 7 at the date from which he is authorised to work part time for an indefinite period or for a fixed period renewable by tacit agreement, the benefit resulting from application of the provisions of sub-paragraph i) above, may not be less than that to which he or his authorised representatives would have been entitled had he ceased working for the Organisation at that date for a reason other than invalidity or death.

CHAPTER II - RETIREMENT PENSION AND LEAVING ALLOWANCE

Section 1 - RETIREMENT PENSION

Article 7 - Conditions of entitlement

1. A staff member who has completed ten or more years' service, within the meaning of Article 4, in one or more of the Organisations listed in Article 1, shall be entitled to a retirement pension.

Instructions

7.1/1 Service for the purposes of Article 4

For the purposes of Article 4, service as a staff member in one or more of the Organisations referred to in Article 1 shall be:

- *periods served prior to 1 July 1974, which have been credited, and for which the corresponding cost has been paid, under Article 44;*
- *periods served after 1 July 1974, in respect of which the staff member's contributions to the Pension Scheme have been paid in accordance with Article 5, paragraphs 1 i) and 5;*
- *periods referred to in Article 16, paragraph 3, in accordance with Article 4, paragraph 4.*

7.1/2 Part-time service

Without prejudice to Article 6, paragraph 3 i), periods of part-time service shall be considered periods of full-time service within the meaning of Article 7.

Article 8 - Age of entitlement, deferred pension and early pension

1. A staff member shall become eligible for a retirement pension at the age of 60.
2. Pension rights shall continue to accrue to a staff member continuing to be employed after pensionable age, but his pension shall not exceed the maximum amount laid down in Article 10, paragraph 2.
3. If a staff member ceases his functions before pensionable age, payment of his retirement pension shall be deferred until he reaches that age.
4. However, a staff member who retires before pensionable age may request early payment of his pension provided he is at least 50 years old.

In such a case, the amount of the retirement pension shall be reduced by reference to the age of the staff member when payment of his pension begins, as shown in the table below.

Age when payment of pension begins	Ratio of pension on early retirement to pension at 60
50	0.68
51	0.70
52	0.73
53	0.75
54	0.78
55	0.81
56	0.85
57	0.88
58	0.92
59	0.96

Last update: January 2025

Instruction

8.1 Method of reducing pension - Early pension

i) Early retirement pension shall be calculated as follows:

- *if the pension that would be due with no reduction at age 60 is lower than the minimum rate prescribed in Article 10, paragraph 3, it shall be brought up to that minimum rate and the reduction provided for in Article 8, paragraph 4 shall then be applied to it;*
- *if the pension that would be due with no reduction at age 60 is higher than the aforesaid minimum rate, the reduction shall be applied to it even if the result is lower than that minimum.*

ii) The reductions provided for in Article 8, paragraph 4 shall be applied by reference to whole years, no account being taken of months.

iii) Family allowances shall be paid and calculated in accordance with the provisions of the Instructions of Article 28.

iv) Under the conditions laid down in Article 8 and in this Instruction, an early pension may be requested at any time between age 50 and 60, once the staff member's service has terminated. Such requests must be in writing, and dated.

v) Subject to the provisions of Article 5, paragraph 2, payments shall begin, irrevocably, on the first of the month following the date on which the request was made.

Article 9 - Commencement and cessation of entitlement

1. Entitlement to payment of a retirement pension shall commence on the first day of the month following that in which the person concerned became eligible for payment of the pension and requested it. Except in cases of force majeure, such request shall not have a retroactive effect.

2. Entitlement shall cease at the end of the month in which the person receiving the pension dies.

Article 10 - Rate of pension

1. The amount of the retirement pension shall be, per reckonable year of service within the meaning of Article 6, 2% of the salary corresponding to the last grade held by the staff member for not less than one year before cessation of his appointment and the last step held in that grade.

2. The maximum rate of the pension shall be 70% of this salary, subject to the provisions of paragraph 3 below.

3. The amount of the retirement pension shall not be less than 4% of the salary for grade C1, step 1, per reckonable year of service credited pursuant to Article 6; it may not, however, exceed the staff member's last salary as defined in Article 3.

Instructions

10.3/1 Part-time service

The minimum rate of the retirement pension shall be calculated on reckonable years' service, to be taken into account where applicable in fractions corresponding to any part-time service in accordance with Article 6, paragraph 3 i); this minimum shall therefore be equal to 4% of the salary for grade C1, step 1, per reckonable year of service thus credited.

10.3/2 Termination of service at a lower grade

In cases where Article 5, paragraph 3 is applied, the minimum rate of the retirement pension shall be equal to 4% of the salary for grade C1, step 1, per reckonable year of service, without any reduction.

Section 2 - LEAVING ALLOWANCE

Article 11 – Leaving allowance

1. A staff member whose service terminates otherwise than by reason of death or invalidity and who is not entitled to a retirement pension nor to the benefit of the provisions of Article 12, paragraph 2, shall be entitled on leaving to a payment of:

    i) the aggregate amount deducted from his salary in respect of his pension contribution, together with compound interest at the rate of 4% per annum;

    ii) an allowance equal to one month and a half of his last salary multiplied by the number of reckonable years of service credited within the meaning of Article 6 (*);

    iii) one-third of the amounts paid to the Organisation under the provisions of Article 12, paragraph 1, together with compound interest at the rate of 4% per annum. Should, however, the whole of these amounts have to be refunded to his previous employer, the reckonable years of service corresponding to those amounts shall be disregarded in the calculation of the leaving allowance.

2. Termination of service shall be defined by each Organisation (**).

Instructions

11.1/1 Refund of personal contributions

i) For the purpose of the refund of any personal contributions which at the time of their payment were calculated on the basis of a scale other than that of the last country of service, the amounts involved shall be converted at the rate of exchange applicable in the Organisation at the date of the refund.

However, the staff member may request that the said personal contributions be refunded in the currency or currencies of the above-mentioned scale.

ii) The refund of the said contributions shall be calculated at the rate of 4% per annum up to the last day of the month preceding the actual payment.

11.1/2 Staff member whose service terminates at the end of a period of unpaid leave

When final termination of service occurs at the end of a period of unpaid leave during which no contributions were made to the Pension Scheme, the amounts stipulated in Article 11 shall, notwithstanding Instruction 11.1/1 ii), be calculated on the basis of rights acquired and salary at the date of commencement of that period, without any subsequent adjustment or interest.

Last update: November 2006

11.2 Compulsory repayment of the leaving allowance

A staff member who has received a leaving allowance as provided in Article 11, paragraph 1, but whose service has not terminated according to Article 11, paragraph 2, shall repay the whole leaving allowance received upon his previous appointment, in accordance with the provisions laid down in instruction 5.1 sub-paragraphs iv) to vii). The time limit for application set out in instruction 5.1 i) shall not apply.

Last update: January 2020

* Refer to Article 33, paragraph 7.

** See OECD Staff rule 17/2.1 ter.

Section 3 - INWARD AND OUTWARD TRANSFER OF PENSION RIGHTS

Article 12 – Inward and outward transfer of pension rights

1. A staff member who enters the service of the Organisation after leaving the service of a government administration or national organisation, or international organisation not listed in Article 1, paragraph 1 or a firm, may arrange for payment to the Organisation in accordance with the provisions laid down by Instruction, of any amounts corresponding to the retirement pension rights accrued under the pension scheme to which he was previously affiliated in so far as that scheme allows such a transfer.

   In such cases, the Organisation shall determine, by reference to the provisions laid down by Instruction, the number of years of reckonable service with which the staff member shall be credited under its own pension scheme.

2. A staff member who leaves the service of the Organisation to enter the service of a government administration or national organisation, or international organisation, not listed in Article 1, paragraph 1, which has entered into an agreement (*) with the Organisation, shall be entitled to transfer to the pension fund of that administration or organisation:

   - either the actuarial equivalent of his retirement pension rights accrued under these Rules, such equivalent being calculated in accordance with the provisions laid down by Instruction;
   - or, in the absence of such rights, the amounts provided under Article 11.

3. If, as a result of a staff member's transfer from one Organisation listed in Article 1 to another, the leaving allowance is paid by an Organisation other than that which received the amounts referred to in paragraph 1 above, Article 11, paragraph 1 iii) shall apply as if the Organisation responsible for paying the leaving allowance had received the amounts referred to.

Instructions

12.1 Inward transfer of previously accrued rights

i) Previous periods of affiliation to a pension scheme

a) Reckonable years of service shall be credited pursuant to Article 12, paragraph 1, subject to the conditions set out in this Instruction, in respect of a period of affiliation to the last pension scheme prior to appointment in the Organisation. Such affiliation may cover periods served in several administrations, organisations or firms, on condition that all these rights have been taken into account by the pension scheme of the last administration, organisation or firm before appointment in the Organisation.

b) An amount shall be taken into account under this Instruction only if it has been certified by the previous pension scheme as being the amount of the actuarial equivalent of retirement pension rights or a capital payment in respect of rights to a pension or rights under a provident scheme (excluding compensation for dismissal or a leaving gratuity), and it must represent the total amounts paid to the staff member by the previous pension scheme in question. The "total amounts paid" shall be taken to mean the amounts representing the total rights transferable to the Organisation. Staff members shall not be entitled to transfer only part of their accrued

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* The list of Organisations/administrations who have signed an agreement for transferring pension rights with the OECD:
- The World Trade Organization (WTO) (entry into force07.06.2002);
- The European Patent Office (EPO) (entry into force 17.06.2005);
- United Nations Joint Staff Pension Fund (UNJSPF) (entry into force 01.01.2007);
- The European Central Bank (ECB) (entry into force 01.01.2007);
- Greece (entry into force 11.12.2007);
- The European Union (entry into force 01.11.2008);
- The European Organisation for the Safety of Air Navigation (EUROCONTROL) (entry into force 01.09.2009);
- Belgium (entry into force 01.12.2009);
- Netherlands (entry into force 06.03.2012);
- European Investment Bank (entry into force 01.11.2015).

rights where that part is not equal to the transferable maximum.

ii) Amounts taken into account

For the purpose of calculating the reckonable years of service credited under Article 12, paragraph 1, the amounts indicated in sub-paragraph i) b) above shall be taken into account, as calculated by the previous pension scheme - as a capital sum, and with interest where applicable - as at the date on which they are paid to the Organisation[34]; any conversion into the currency of the salary paid by the Organisation shall be made at the rate of exchange in force on that date

iii) Calculation of reckonable years of service

The number of reckonable years of service to be credited under Article 12, paragraph 1, shall be calculated on the basis of the table annexed to this Instruction, by dividing the amounts taken into account under sub-paragraph ii) above by the coefficient corresponding to the age of the staff member as at the date of payments of the amounts, and then by dividing the resultant amount by the theoretical value of a reckonable year of service (2% of the annual basic salary per reckonable year of service), established on the basis of the salary corresponding to the staff member's grade and step as at the date of payment of the amounts.

iv) Maximum number of reckonable years of service

Taking such reckonable years of service into account shall not have the effect of bringing the total pension up to more than the maximum rates prescribed in Article 10.

v) Time limits for application and revocation

Failing any special provisions in a reciprocal transfer agreement entered into by the Organisation, application for the amounts referred to in sub-paragraph ii) above to be taken into account by the Organisation shall be made in writing:

a) either within 6 months from the date of notification of confirmation of appointment after the probationary period;

b) or within twelve months from the date on which the previous pension scheme allowed such transfers;

c) as a transitional measure by 31.12.1978 in the case of staff in post before 30.6.1978(*).

The application to transfer pension rights may be revoked by the staff member at any time before the payments provided for in sub-paragraph ii) above have been made in accordance with sub-paragraph vi) below.

The application to transfer pension rights shall be null and void if the payments provided for in sub-paragraph ii) above have not been made at the time of the staff member's termination of service.

vi) Time limit for payment

Payment of the amounts referred to in sub-paragraph ii) above shall be made:

- *within three months after the expiry of the time limit prescribed in sub- paragraph v) above, if the person concerned has actually received such amounts from his previous employer;*
- *on receipt of such amounts from the previous employer in other cases.*

Payment to the Organisation shall be made in the currency -or its equivalent value at the rate of exchange in force on the date of actual payment to the Organisation -in which the amounts referred to in sub-paragraph ii) above have been or will effectively be paid by the previous pension scheme.

vii) Outward transfer to a subsequent pension scheme

Pursuant to Articles 11, paragraph 1 iii), and 12, paragraphs 2 and 3, the amounts paid to the Organisation under this Instruction and later refunded wholly or partly to a staff member who has not completed at least 10 years of service within the meaning of Article 4, shall be increased from

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34 The accrued rights are invariably rights which are not yet due or the actuarial equivalent thereof.

* This request shall be submitted before the request for the payment of a pension

the time of their payment to the Organisation by compound interest of 4% a year to be paid by the Organisation responsible for paying the leaving allowance.

Last update: November 2010

12.2 Transfer of pension rights to an outside scheme

i) Time limit for application

a) Application for transfer of pension rights under Article 12, paragraph 2 must be made by the staff member to the Organisation in which his service has terminated, within six months after his definitive appointment by the new administration or organisation referred to in Article 12, paragraph2.

b) If the Organisation is unable to conclude with the new administration or organisation referred to in Article 12, paragraph 2, an agreement for such transfer on terms which it considers satisfactory, it shall confine itself to making immediate payment of the amounts referred to in Article 11, paragraph 1, or to immediate or deferred payment of a retirement pension.

ii) Conditions as to transfer

The amounts referred to in Article 12, paragraph 2 may be transferred only to the pension fund of the administration or organisation referred to in Article 12, paragraph 2, that is to say, to the statutory or contractual pension scheme in force in that administration or organisation.

iii) Calculation of amounts to be transferred

The actuarial equivalent of the retirement pension rights referred to in Article 12, paragraph 2 shall be calculated on the basis of the table annexed to this Instruction, the annual pension acquired in the Organisation (2% of the annual basic salary per reckonable year of service), established on the basis of the salary scale in force at the date on which the staff member ceases his functions - being multiplied by the coefficient corresponding to the age of the staff member at that date.

Last update: January 2020

ANNEX TO INSTRUCTIONS 12.1 iii) AND 12.2 iii)

Age	Coefficients
20	10.3574
21	10.5766
22	10.8006
23	11.0297
24	11.2639
25	11.4726
26	11.6177
27	11.9161
28	12.1778
29	12.3904
30	12.7435
31	12.9428
32	13.2644
33	13.4992
34	13.7896
35	14.0695
36	14.3544
37	14.6685
38	14.9378
39	15.2677
40	15.5739
41	15.8868
42	16.2226
43	16.5325
44	16.8711
45	17.1939
46	17.5565
47	17.8845
48	18.2247
49	18.6152
50	18.9489
51	19.3226
52	19.6773
53	20.0493
54	20.4140
55	20.7895
56	21.1831
57	21.5600
58	21.9047
59	22.2844
60	22.7209
61	22.7436
62	22.6717
63	22.6185
64	22.4489
65	22.3598

Table established on the basis of the assumptions used to assess the contribution rate as at 1 January 2025.

Last update: July 2025

CHAPTER III - INVALIDITY PENSION

Article 13 – Conditions of entitlement - Invalidity board

1. Subject to the provisions of Article 2, an invalidity pension shall be payable to a staff member who is under the age limit laid down in the Staff Regulations and who, at any time during the period in which pension rights are accruing to him, is recognised by the Invalidity Board defined below to be suffering from permanent invalidity which totally prevents him from performing his job or any duties proposed to him by the Organisation corresponding to his experience and qualifications.

2. The Invalidity Board shall consist of three medical practitioners, the first two being appointed by the Organisation and the staff member, respectively, and the third one selected jointly by the first two. Cases shall be submitted to it by the Organisation either on its own initiative or at the request of the staff member concerned.

Instructions

13/1 Transitional arrangements

Staff members who were already receiving invalidity benefit in respect of total permanent incapacity and who have subsequently opted to join the Pension Scheme under Article 44 or 49, shall not be required to undergo a further examination by the Invalidity Board under Article 13, but shall submit to the medical examinations referred to in Article 16.

13/2 Period of non-activity

i) The invalidity pension shall not be payable if it results from an illness or accident occurring during unpaid leave or a period of non-active status which did not give rise to contributions to the Pension Scheme (leave for personal reasons, military service).

ii) On the other hand, it shall be payable if the events mentioned above occur during a period of non-active status which follows a period of sick leave, and during which the staff member is in receipt of an allowance for temporary incapacity; in such event, he shall continue to pay contributions to the Pension Scheme in accordance with Instruction 4.1/1 iii). The same shall apply to any periods of unpaid leave provided for under Instruction 4.1/1 iv).

Last update: November 2006

13/3 Invalidity Board

Tasks of the Invalidity Board

i) Subject to the provisions of Article 2, the tasks of the Invalidity Board are:

a) to ascertain whether a staff member is suffering from invalidity within the meaning of Article 13, paragraph 1.

b) when an incident is recognised by the Organisation as falling within the scope of Article 14, paragraph 2 (work accident, occupational disease or public-spirited act), to decide to what extent the staff member's invalidity is the result thereof;

c) to decide whether, following an examination under Article 16, the former staff member no longer fulfils the conditions for entitlement to an invalidity pension.

Secretariat of the Invalidity Board

ii) The Organisation shall appoint a staff member as secretary of the Invalidity Board. Secretariat services may also be provided by the Organisation's medical adviser, who shall be given any administrative assistance he requires.

Convocation and composition of the Invalidity Board

iii) When the Invalidity Board is to be convened at the staff member's request, the request shall be

addressed to the Head of Personnel (*) responsible for him: it must include his formal application to be declared a permanent total invalid, and give the name of the medical practitioner who is to represent the staff member on the Invalidity Board. The request may be accompanied by a medical file, under separate confidential cover, for the attention of the Organisation's medical adviser.

Upon receipt of this request the Head of Personnel shall forward it to the Organisation's medical adviser with a request to contact the medical practitioner nominated by the staff member. The staff member must ask his medical practitioner to forward to the Organisation's medical adviser all medical evidence in support of his application.

Within 30 calendar days following receipt of the staff member's request, the Head of Personnel shall inform the medical practitioner nominated by the staff member of the name of the medical practitioner who will represent the Organisation on the Invalidity Board.

iv) When the Invalidity Board is to be convened at the request of the Organisation, the Head of Personnel shall notify the staff member accordingly and ask him to make his observations, if any, and to nominate a medical practitioner to represent him on the Board, within 30 calendar days following receipt of the said notification.

This notification shall also state the name of the medical practitioner who will represent the Organisation on the Invalidity Board.

The Head of Personnel shall ask the staff member to forward all medical documents concerning him to the medical practitioner representing the Organisation.

v) If one of the parties has not nominated a medical practitioner to represent it on the Invalidity Board within the prescribed time - limit, the other party shall ask the Chairman of the Appeals Board / Administrative Tribunal of the Organisation to appoint such a medical practitioner as soon as possible. He may, for this purpose, consult a list drawn upby:

- *a national judicial body, or*
- *the Medical Council, or*
- *failing this, another national body of the staff member's duty station or home country.*

vi) The third medical practitioner shall be selected by the other two within 30 calendar days at the most following notification of their names to the parties; failing agreement on this nomination within the prescribed time, the Chairman of the Appeals Board/ Administrative Tribunal shall nominate, at the request of either party, this third medical practitioner in accordance with the procedure set out in the above sub-paragraph.

Last update: November 2007

Meeting of the Invalidity Board

vii) The Invalidity Board shall meet at the latest within 60 calendar days following the appointment of the third medical practitioner.

viii) The Invalidity Board shall have at its disposal:

a) an administrative file submitted by the Head of Personnel containing, in particular, an indication of the post occupied by the staff member in the Organisation together with a description of his duties and of any duties proposed to him by the Organisation corresponding to his experience and qualifications, so that the Board can give its opinion as to whether the staff member is incapable of carrying out those duties. This file shall also specify whether the application to be declared an invalid is likely to fall within the scope of Article 14, paragraph 2.

Before being forwarded to the Invalidity Board, the foregoing particulars shall be communicated to the staff member by the Head of Personnel for his written comments, if any, to be sent by him to the Personnel Division within 15 calendar days following their receipt.

b) a medical file containing the report presented by the medical representative of the party - the

* For the OECD, the titles "Head of Personnel" and "Personnel Division" contained in this annex refer respectively to "Head of Human Resource Management" and "Human Resource Management Service".

Organisation or the staff member - that has asked for the Board to be convened, and, if appropriate, the medical report presented by the other party, as well as any reports or certificates from the staff member's medical practitioner or from practitioners whom the parties have consulted. This medical file shall also contain details of the length of absences of the staff member concerned which have provided grounds for the Board to be convened, as well as the nature of the disability on which the Board is asked to give a ruling.

All these reports, documents and certificates must be communicated to the three medical practitioners.

ix) The proceedings of the Invalidity Board shall be secret. The Board may ask to hear the staff member concerned. It may also ask him to undergo an additional medical examination by a medical practitioner appointed by the Board.

x) The cost of the meeting of the Invalidity Board shall be met by the Organisation.

The Organisation shall bear the fees and the travel expenses - the latter calculated according to the rules applicable to staff members - of the medical practitioner representing the staff member only when this practitioner lives in the country of the staff member's last duty station, his home country if he is living there at the time of the establishment of the lasting nature of his disability, or in the country of residence of the former staff member concerned.

xi) The findings of the Invalidity Board shall be determined by a majority vote. They shall be final except in the case of obvious factual errors.

Last update: November 2007

Findings under Article 13, paragraph 1 or Article 14, paragraph 2

xii) The findings of the Invalidity Board shall state:

- *whether or not the staff member suffers from permanent invalidity which totally prevents him from performing his duties or any duties proposed to him by the Organisation corresponding to his experience and qualifications.*
- *whether the invalidity results from an incident recognised by the Organisation as falling within the scope of Article 14, paragraph 2 (work accident, occupational disease or public- spirited act);*
- *the date on which the disability became lasting; this date may be prior to the date of the meeting of the Invalidity Board.*

Findings under Article 16

xiii) Where the Board meets under Article 16, the findings of the Board shall state:

- *whether the former staff member is incapable of performing the duties attaching to his former post or any duties proposed to him by the Organisation corresponding to his experience and qualifications; or,*
- *whether it has been found that the former staff member is no longer an invalid.*

13/4 Decision of the Secretary/Director-General

Decision under Article 13, paragraph 1, or Article 14, paragraph 2

i) In accordance with the findings of the Invalidity Board and without prejudice to the competence of the Appeals Board / Administrative Tribunal, the Secretary/Director-General of the Organisation shall decide either:

a) to grant to the staff member concerned an invalidity pension under Article 13, paragraph 1, or Article 14, paragraph 2; this decision shall specify the date on which the pension takes effect; or,

b) not to recognise the staff member as an invalid within the meaning of the Rules.

Last update: November 2007

Decision under Article 16

ii) In accordance with the findings of the Invalidity Board and without prejudice to the competence of the Appeals Board / Administrative Tribunal, the Secretary/Director-General of the Organisation shall decide either:

a) to continue payment of the invalidity pension to the former staff member; or

b) no longer to recognise the staff member as an invalid within the meaning of the Rules and to terminate such payment, at a date which may not be prior to the meeting of the Board, in accordance with the conditions provided for in Instruction 16/3.

Last update: November 2007

Obvious factual error

iii) In the event of an obvious factual error, the Secretary/ Director-General shall again refer the case to the Invalidity Board.

Notification of the decision of the Secretary/Director-General

iv) Within 30 calendar days of receipt of the findings of the Invalidity Board, the Secretary/Director-General shall notify his decision in writing, together with the findings of the Invalidity Board, to the staff member or former staff member.

Article 14 – Rate of pension

1. Subject to the provisions of Article 5, paragraph 3, the invalidity pension shall be equal to the retirement pension to which the staff member would have been entitled at the age limit laid down in the Staff Regulations if he had continued to serve until that age and without the need for a minimum of ten years' service under Article 7.

2. However, where the invalidity arises from an accident in the course of the performance of his duties, from an occupational disease, from a public-spirited act or from risking his life to save another human being, the invalidity pension shall be 70 per cent of salary. In the event of invalidity resulting from a cause other than these, the invalidity pension provided for in this paragraph may not be less than the invalidity pension which would be payable under paragraph 1 of this Article.

3. The salary used as a basis for the calculation of the invalidity pension referred to in paragraphs 1 and 2 above shall be the salary for the grade and step held by the staff member in accordance with the scales in force at the date laid down in Article 17, paragraph 1.

4. The invalidity pension shall not be less than 120 per cent of the salary for grade C1, step 1, but may not be more than the last salary, such salaries being those which appear in the scales in force at the date laid down in Article 17, paragraph 1, subject to any adjustments provided for under Article 36.

5. In the case of invalidity deliberately brought about by the staff member, the Organisation shall decide whether he should receive an invalidity pension or only a retirement pension or a leaving allowance, depending on his length of effective service.

Instructions

14.1 Part-time Service

Where a staff member working part time is found to be suffering from invalidity and the provisions of Article 6, paragraph 3 ii) are not applied, the period subsequent to the date on which he is recognised as unfit for service shall, for the purposes of calculating the invalidity pension provided for under Article 14, paragraph 1, be counted as a period of part-time work in the cases referred to in paragraph 2 of Article 6bis.

14.2 Work accident and occupational disease

For the purposes of Article 14, paragraph 2, reference shall be made to the Rules applicable in the Organisation for the definition of the risks of work accident and occupational disease.

Article 15 – Earnings rule

1. Where a person in receipt of an invalidity pension is nevertheless gainfully employed, this pension shall be reduced by the amount by which his pension together with the remuneration he receives for the said employment exceeds the salary for the highest step in the grade he held at the time of his recognition as unfit for service.

2. This reduction shall apply only up to the age limit laid down in the Staff Regulations.

Instruction

15.1 Double entitlement to an invalidity pension and other income

a) By gainful employment under Article 15 is meant any employment outside the Co- ordinated Organisations, as well as employment pursued therein, including as temporary, auxiliary or local official personnel or as an "employee", and also as an expert in receipt of fees.

b) A person in receipt of an invalidity pension shall immediately notify the organisation which pays the pension of any gainful, non-occasional employment; in addition, he shall inform that organisation of the total amount of remuneration he received during the preceding calendar year, the reduction referred to in Article 15 thus being calculated on a monthly basis.

Express mention of this obligation shall be made in the decision notifying the award of an invalidity pension.

Last update: December 2012

Article 16 – Medical examination –Termination of pension

1. While a person drawing an invalidity pension is still under the age limit laid down in the Staff Regulations, the Organisation may have him medically examined periodically to ascertain that he still satisfies the conditions for entitlement to such pension, in particular having regard to any new duties corresponding to his experience and qualifications which may have been proposed to him by the Organisation.

2. When a person drawing an invalidity pension who has not reached the said age limit ceases to satisfy the conditions for entitlement to the invalidity pension, the Organisation shall terminate that pension.

3. The time during which the person concerned has drawn his invalidity pension shall then be reckoned, without payment of back contributions, for the calculation of the leaving allowance or retirement pension, as the case may be.

Instructions

16/1 Suspension of Invalidity Pension

If the recipient of an invalidity pension fails to submit to medical examination as prescribed by the Organisation, payment of the invalidity pension may be suspended.

16/2 Medical Examination and new Invalidity Board

The periodical medical examinations required under Article 16 shall normally take place at the place of residence of the person concerned, unless the Organisation requires otherwise or it is impracticable to have the person concerned examined at his place of residence.

Such examinations shall be carried out by a medical practitioner chosen by the Organisation; the latter shall bear the cost thereof, including travelling expenses of the person concerned if exceeding 50 km from his home Should the medical practitioner chosen by the Organisation report that the staff member no longer satisfies the conditions of entitlement to an invalidity pension, notably having regard to any new duties proposed to him by the Organisation corresponding to his experience and qualifications, an Invalidity Board shall be convened in accordance with the provisions of Article 13 and its implementing Instructions.

16/3 Cessation of Entitlement to an Invalidity Pension

Where the Invalidity Board, in application of Article 16, paragraph 2, declares that the person concerned who is

still under the age limit has ceased to satisfy the conditions of entitlement to an invalidity pension, the payment of that pension shall be terminated; if the person concerned does not resume work in the Organisation, he shall receive either a leaving allowance based on his years of service and years of invalidity where the total is less than 10 years, or a deferred or early retirement pension.

16/4 Re-entitlement to an Invalidity Pension

Where the person concerned is entitled to a deferred or early pension and subsequently suffers a relapse, while still under the age limit laid down in the Staff Regulations, resulting from the same condition as that which had entitled him to the previous invalidity pension, the Invalidity Board, convened at the staff member's request in accordance with instruction 13/3, shall declare that he once again effectively fulfils the conditions required under Article 13, paragraph 1, insofar as he is not receiving for that same condition an invalidity benefit or pension borne by another scheme.

Last update: November 2007

Article 17 – Commencement and cessation of entitlement

1. Entitlement to an invalidity pension shall commence on the first day of the month following the date of the beginning of the invalidity as recognised by the Invalidity Board.
2. Subject to application of Article 16, paragraph 2:
    i) the invalidity pension payable under Article 14, paragraph 2 shall be paid for life;
    ii) in other cases, entitlement to an invalidity pension shall terminate:
        - either at the age limit laid down in the Staff Regulations;
        - or at the end of the month in which the recipient of such a pension dies.

Where the invalidity pension terminates because the person concerned has reached the age limit laid down in the Staff Regulations, he shall, notwithstanding the ten-year minimum requirement provided for in Article 7, be entitled to a retirement pension calculated as follows:

- reckonable years of service shall be calculated as if he had remained in service until the age limit laid down in the Staff Regulations;
- the reference salary shall be that of his grade and step at the time of his being recognised an invalid, updated in accordance with Article 36.

3. Invalidity pensions assessed before December 1st, 2002, whatever the cause of the invalidity, shall be paid for life.

CHAPTER IV - SURVIVOR'S AND REVERSION PENSIONS

Article 18 – Conditions of entitlement

1. The surviving spouse* of a staff member who died in service shall be entitled to a survivor's pension, provided they had been married to each other for at least one year at the time of the staff member's death, unless the death resulted either from disablement or illness contracted in the performance of his duties, or from an accident.

2. A reversion pension shall be payable to the surviving spouse:

   i) of a former staff member drawing an invalidity pension, if they were married to each other for at least one year at the time of his being recognised an invalid; this condition of anteriority shall not apply if the marriage had existed for at least five years at the time of his death, or if the death resulted either from disablement or illness contracted in the performance of his duties, or from an accident;

   ii) of a former staff member drawing a retirement pension, if they had been married to each other for at least one year at the time when the former staff member's appointment ceased; this condition of anteriority shall not apply if the marriage had existed for at least five years at the time of the former staff member's death; or

   iii) of a former staff member entitled to a deferred pension, if they had been married to each other for at least one year at the time when the former staff member's appointment ceased; this condition of anteriority shall not apply if the marriage had existed for at least five years at the time of his death.

3. The above-prescribed conditions of anteriority or minimum duration of marriage shall not apply where there are one or more children of the marriage or of a marriage of the staff member contracted prior to the cessation of his appointment, inasmuch as the non-remarried surviving spouse is providing for their needs; in such case, the survivor's or reversion pension shall be payable under the derogation provided for in the present paragraph, for so long as the children are actually being so provided for.

   When they are no longer being so provided for, the survivor's or reversion pension shall nonetheless continue to be payable for so long as the surviving spouse does not have an income of his own from the exercise of any occupation, or from any retirement pension or other survivor's or reversion pension, equal to at least the amount of the survivor's or reversion pension from the Organisation.

4. Entitlement to a survivor's or reversion pension shall be subject to the provisions of Article 2. Last update: December 2012

Instruction

18.1 Staff Member dying during leave granted for personal reasons

i) When a staff member who has completed at least 10 years' service within the meaning of Article 4 dies during a period of leave in respect of which no contributions were made to the Pension Scheme, the surviving spouse shall be entitled to:

- *the survivor's pension under Article 19, paragraph 1 ii), the minimum and maximum amounts of such pension being in accordance with paragraphs 3 and 4 of the same Article;*
- *and, where appropriate, the benefits specified in Article 28.*

In addition, any orphans and/or dependants shall be entitled to the benefits specified in Articles 25 and 25bis.

ii) Where the deceased staff member had not completed ten years of service conferring entitlement, as defined in Article 4, the amounts provided for in Article 11 shall be paid to his estate; such amounts shall be calculated on the basis of rights acquired and salary at the date of termination of

* Wherever it occurs in these Rules, the expression "surviving spouse" applies indifferently to the wife or husband of the deceased staff member.

the period in respect of which contributions to the Pension Scheme were payable, without any subsequent adjustment or interest.

Last update: November 2006

Article 19 – Rate of pension

1. The survivor's or reversion pensions shall be 60% of:

    i) the retirement pension that would have been payable to the staff member, had he not died in service, on the basis of his reckonable service credited up to the time of his death, without the need for a minimum of ten years' service under the provisions of Article 7;

    ii) the deferred retirement pension that would have been paid to the former staff member at the age of sixty;

    iii) the invalidity pension, updated in accordance with the provisions of Article 36, that was actually being paid to the staff member at the time of his death, no account being taken of reductions under Article 15;

    iv) the retirement pension, updated in accordance with the provisions of Article 36, that was actually being paid to the staff member at the time of his death, no account being taken of any reductions under Article 8, paragraph 4.

2. Where a staff member has died as a result of an accident in the course of the performance of his duties, from an occupational disease, from a public-spirited act or from risking his life to save another human being, the survivor's pension shall be 60 per cent of the invalidity pension to which the staff member would have been entitled under Article 14, paragraph 2 had he survived.

3. The survivor's or reversion pension shall not be less than 35 per cent of the staff member's last salary; nor shall it be less than the salary for Grade C1, step 1. Said pensions shall be updated in accordance with the provisions of Article 36.

4. However, the reversion pension shall not exceed the amount of the former staff member's own pension in the cases covered by paragraph 1 ii), iii) and iv) above, nor the amount of the pension to which the former staff member would have been entitled had he reached the age limit laid down in the Staff Regulations at the time of his death.

Last update: November 2006

Article 20 – Reduction for difference in age

1. Where the difference in age between the deceased staff member or former staff member and his younger surviving spouse and/or former spouse, less the length of time they have been married, is more than ten years, the survivor's or reversion pension, calculated in accordance with the preceding provisions, shall be subject to a reduction, per year of difference, amounting to:

    - 1% for the years between 10 and 20;
    - 2% for the years 20 up to but not including 25;
    - 3% for the years 25 up to but not including 30;
    - 4% for the years 30 up to but not including 35;
    - 5% for the years from 35 upwards.

Instruction

20.1 Calculation of the reduction for difference in age

The result in years of the difference in age between the deceased staff member or former staff member and his younger surviving spouse and/or former spouse, less the length of time they have been married, shall be rounded down to the nearest whole number.

The initial 1% reduction shall apply for a period of 9 years following 10 complete years, i.e. from the eleventh to the nineteenth year inclusive, as illustrated in the example below:

Difference in age: 29 years and 6 months;

Length of marriage: 8 years and 7 months;

Duration taken into account for the calculation of the reduction: 20 years and 11 months, rounded down to 20 years.

Calculation of the reduction:

1% for the years between 10 and 20 = 9 x 1% = 9%;

2% for the years 20 up to but not including 25 = 1 x 2% = 2%;

Reduction = 9% + 2% = 11%.

Last update: January 2020

Article 21 – Remarriage

1. Entitlement to a survivor's or reversion pension shall cease on remarriage. The surviving spouse or ex-spouse shall be entitled to immediate payment of a capital sum equal to twice the annual amount of the pension, if there are no dependent children to whom the provisions of Article 25, paragraph 4 apply.
2. The capital sum paid to the ex-spouse shall not be more than the amount to which he could still be entitled under Article 22, paragraph 1.

Last update: December 2012

Instruction

21.1 Payment of the capital sum

The capital sum provided for under Article 21, paragraph 1 shall be calculated with reference to the basic salary scale applicable at the date of remarriage, and paid to the recipient.

Article 22 – Rights of a former spouse

1. The non-remarried former spouse of a staff member or former staff member shall, on the latter's death, be entitled to a survivor's or reversion pension, provided that and for as long as the staff member or former staff member was, at the time of his death and by virtue of a court decision which had become final and binding, under an obligation to pay maintenance or compensation to the former spouse in a personal capacity; but the survivor's or reversion pension shall not exceed the amount of such payment.

   This entitlement shall not arise if the former spouse remarried before the staff member or former staff member died. If remarriage takes place after the staff member's or former staff member's death and while the conditions laid down in the sub-paragraph above are still fulfilled, the provisions of Article 21 shall apply.
2. Where a staff member or former staff member dies leaving both a spouse entitled to a survivor's or reversion pension and a non-remarried former spouse fulfilling the conditions laid down in paragraph 1 above, the whole of the survivor's or reversion pension shall be divided between the before-mentioned persons in proportion to the duration of their marriages.

   The amount to which a non-remarried former spouse is entitled shall however not be more than the amount of the maintenance or compensation payable at the time of the death of the staff member or former staff member.
3. Where one of the persons entitled to a survivor's or reversion pension renounces his share, ceases to satisfy the conditions for entitlement or forfeits his rights under Article 35, or where the amount of his pension has been restricted under the terms of the second sub-paragraph of paragraph 2 above, his share shall accrue to the share of the other person, except where pension rights revert to orphans, as provided under Article 25, paragraph 3, last sub-paragraph. In such a case, the restriction laid down in the second sub- paragraph 2 above shall apply.
4. Reductions in respect of difference in age as provided for in Article 20 shall be applied separately to

survivors' and reversion pensions calculated in accordance with the present Article.

Last update: January 2020

Instructions

22.1 Rights of a non-remarried former spouse

i) The maintenance or compensation payments referred to in Article 22, paragraph 1 shall, where appropriate, be converted into the currency of the scale applicable to the country of the staff member's or former staff member's last posting or, in cases to which Article 33, paragraph 2 applies, of the scale for which an option has been exercised by the former staff member prior to his decease, by applying the rate of exchange used in the relevant Organisation at the date the latter's pension was assessed;

ii) the maintenance or compensation payments referred to in the preceding sub-paragraph shall be subject to the same adjustments as those actually applied to the basic salary corresponding to the grade and step used to calculate the survivor's or reversion pension provided for under Article 19.

iii) Failing a final and binding court decision, the non-remarried former spouse shall be entitled to a survivor's or reversion pension by virtue of an officially registered settlement in force between the former spouses.

Last update: January 2020

Article 23 – Commencement and cessation of entitlement

1. Entitlement to a survivor's or reversion pension shall commence from the first day of the month following that in which the staff member or former staff member died. If the salary of a staff member who died in service continues to be paid to a surviving spouse or former spouse, directly and in full, under the Staff Regulations and Rules of the Organisation, payment of the pension shall be deferred accordingly.
2. Entitlement to a survivor's or reversion pension shall cease at the end of the month in which the recipient of the pension dies or ceases to satisfy the conditions for entitlement to that pension.

Article 24 – Incapacitated widower

ARTICLE REPEALED

CHAPTER V - ORPHAN'S PENSION AND DEPENDANT'S PENSION

Article 25 – Rate of orphan's pension

1. Where a staff member or former staff member drawing a retirement or invalidity pension or entitled to a deferred pension dies, his children shall be entitled to an orphan's pension if they fulfil the conditions laid down in paragraph 2.

2. The legitimate, natural or adopted children of a staff member or former staff member who has died shall be entitled to an orphan's pension:

   i) When the deceased or his household provided their main and continuing support at the time of death; and

   ii) When they satisfy the conditions of age, education or handicap required for the granting of the allowance for a dependent child.

   The legitimate or natural children of a deceased staff member or former staff member who were born not more than 300 days after his death shall also be entitled to an orphan's pension.

3. Where there are one or more persons entitled to a survivor's or reversion pension, the amount of the orphan's pension shall correspond to the higher of the following amounts:

   i) 40% of the survivor's or reversion pension, no account being taken of reductions pursuant to Article 20; or

   ii) 50% of the salary for grade C1, step 1, according to the scale in force when the former staff member's pension was assessed, this amount being updated in accordance with the provisions of Article 36, or, if he was not drawing a retirement or invalidity pension, according to the scale in force at the time of death.

   The orphan's pension shall be increased, in respect of the second and every further beneficiary, by an amount equal to the allowance for a dependent child.

   The orphan's pension shall be brought up to the level provided for in paragraph 4 in the event of the beneficiaries of a survivor's or reversion pension remarrying or losing the right to that pension.

4. Where there are no beneficiaries of a survivor's or reversion pension, the orphan's pension shall correspond to the higher of the following amounts:

   i) 80% of the survivor's or reversion pension, no account being taken of reductions pursuant to Article 20; or

   ii) 100% of the salary for grade C1, step 1, according to the scale in force when the former staff member's pension was assessed, this amount being updated in accordance with the provisions of Article 36, or, if he was not drawing a retirement or invalidity pension, according to the scale in force at the time of death.

   The orphan's pension shall be increased, in respect of the second and every further beneficiary, by an amount equal to twice the allowance for a dependent child.

5. The total amount of the orphan's pension shall be divided equally among all the orphans.

Instructions

25.3 Rate of pension for orphans dependent on a non-remarried former spouse

Subject, where appropriate, to the provisions of Instructions 27.1/1 and 27.1/2, the provisions of Article 25, paragraph 3 shall apply where a staff member or former staff member dies leaving a non- remarried former spouse entitled to a survivor's or reversion pension under Article 22. In such a case, the orphan's pension shall be fixed without having regard to the reductions provided for in Articles 20 and 22.

25.4 Rate of pension for orphans belonging to another family group

Subject to the provisions of Instructions 27/1.1 and 27/2.1, the provisions of Article 25, paragraph 4 shall also apply where a staff member or former staff member dies leaving a surviving spouse or former spouse on one side and orphans belonging to another family group on the other side.

Article 25bis – Rate of pension for other dependants

1. Where a staff member or former staff member drawing a retirement or invalidity pension or entitled to a deferred pension dies, the persons (including children not fulfilling the conditions laid down in Article 25) recognised as satisfying the conditions for the granting of the allowance for a dependent child or dependent person under the Staff Regulations and Rules of the Organisation shall be entitled to a dependant's pension.
2. The pension paid to each dependant shall be equal to the lowest of the following amounts:
    i) the amount, as recognised by the Organisation, of the support provided to that person by the staff member or former staff member at the time of his death;
    ii) twice the amount of the dependant's allowance in force in the Organisation when the former staff member's pension was assessed, this amount being updated in accordance with the provisions of Article 36, or, if he was not receiving a retirement or invalidity pension, according to the scale in force at the time of death; or
    iii) where an orphan's pension is paid, the amount of each orphan's share pursuant to Article 25, paragraph 5.

Instruction

25 bis.2 Pension adjustment

The amount of the dependant's pension referred to in this Article shall be subject to the same adjustments as those effectively applied to calculate the orphan's pension provided for under Article 25.

Article 26 – Commencement and cessation of entitlement

1. The pensions provided for under Articles 25 and 25bis shall be payable as from the first day of the month following that in which the staff member or former staff member died. If the salary of a staff member who died in service continues to be paid to a surviving spouse or former spouse, directly and in full, under the Staff Regulations and Rules of the Organisation, payment of the pensions shall be deferred accordingly.
2. The pensions under Articles 25 and 25bis shall cease to be payable at the end of the month in which the child or other dependant ceases to satisfy the conditions for entitlement to the allowance for a dependent child or dependent person under the Staff Rules and Regulations of the Organisation.

Last update: December 2012

Article 27 – Beneficiaries of more than one category

1. Where a staff member or former staff member leaves a spouse or former spouse, on the one hand, and children or dependent persons, on the other, with entitlement to a pension, the total pension, calculated as if for a surviving spouse having all these persons dependent on him, shall be apportioned among the various categories of beneficiaries in proportion to the pensions which would have been payable to each category if treated separately.
2. Where there are children or dependent persons from different family groups, with entitlement to a pension, the total pension, calculated as though all were from the same family group, shall be apportioned among the various categories of beneficiaries in proportion to the pensions which would have been payable to each category if treated separately.

Instructions

27.0 Beneficiaries of more than one category - General provisions

In cases of coexistent pension entitlements of a spouse, former spouse(s), children and/or dependants, the "total pension" referred to in Article 27, paragraphs 1 and 2 is defined in Instructions 27.1/1 i) and 27.2/1 i) respectively. It shall be apportioned as follows:

i) If the beneficiaries are:

- *the spouse, and*
- *former spouse(s)*

with no dependent children and/or dependants, the pension shall be apportioned in accordance with the provisions of Article 22.

ii) If the beneficiaries are:

- *the spouse or former spouse(s), on the one hand, and*
- *children and/or dependants, on the other,*

belonging to different family groups, the pension shall be apportioned in accordance with the provisions of Instruction 27.1/1.

iii) If the beneficiaries are:

- *the spouse or former spouse(s) with children and/or dependants, on the one hand, and*
- *orphans and/or dependent persons, on the other*

belonging to different family groups, the pension shall be apportioned in accordance with the provisions of Instruction 27.1/2.

iv) If the beneficiaries are:

- *the spouse, and*
- *former spouse(s)*

one of whom at least has children and/or dependants, the pension shall be apportioned in accordance with the provisions of Article 22 for survivors' and reversion pensions, and of Instruction 27.2/1 for orphans' and/or dependants' pensions.

v) If the beneficiaries are:

- *persons entitled to orphans' and/or dependants' pensions belonging to different family groups, the pension shall be apportioned in accordance with the provisions of Instruction 27.2/1.*

Where, when Instructions 27.1/1, 27.1/2, 27.2/1 are applicable, one of the family groups is affected by a change in situation, the individual entitlement within the other family group shall remain calculated in accordance with the initial apportionment of benefits.

Last update: December 2012

27.1/1 Coexistence of beneficiaries, without children or dependants, entitled to a survivor's or reversion pension on the one hand, and of orphans and/or dependants on the other, belonging to different family groups

i) In this case, the total pension referred to in Article 27, paragraph 1 shall be calculated as if all beneficiaries of the deceased staff member or former staff member formed part of a single family group. This total pension shall comprise:

- *a survivor's or reversion pension as would be payable to a surviving spouse of the deceased staff member or former staff member in accordance with Article 19 only;*
- *orphans' pensions calculated as if all orphans of the deceased staff member or former staff member belonged to the family group entitled to the survivor's or reversion pension mentioned above;*

- *dependants' pensions calculated theoretically as orphans' pensions before application of the provisions of Article 25bis, paragraph 2.*

  In accordance with Article 25, paragraph 3 ii), only one minimum orphan's pension (50% of C1/1) shall be taken into account in this calculation.

ii) The total pension shall be apportioned among:

- *the surviving spouse or non-remarried former spouse(s) and*
- *orphans and/or dependants,*

  in proportion to the amounts which would have been payable directly to each of these family groups considered separately, after application of Articles 20 and 22 for the survivor's or reversion pension, Article 25 for orphans' pensions, and Article 25bis for dependants' pensions.

iii) If the amounts so apportioned exceed the pensions to which the beneficiaries would have been entitled if they had been considered separately, including, for dependants' pensions, after application of Article 25bis, any such excess amounts shall not be payable.

iv) The minimum amounts laid down for survivors' and reversion pensions and for orphans' and/or dependants' pensions shall no longer apply to the shares actually attributed.

27.1/2 Coexistence of beneficiaries entitled to a survivor's or reversion pension with children and/or dependants on the one hand, and of orphans and/or dependants belonging to another family group on the other.

i) In this case, the total pension, calculated in accordance with Instruction 27.1/1 i), shall be apportioned among:

- *the surviving spouse or former spouse (s) and the children and/or dependants thereof and*
- *the children and/or dependants belonging to another family group,*

  in proportion to the amounts which would have been payable directly to each of these family groups considered separately, after application of Articles 20 and 22 for the survivor's or reversion pension, Article 25 for orphans' pensions, and Article 25bis for dependants' pensions.

ii) Within the group consisting of a surviving spouse or former spouse(s) and orphans and/or dependants, the share going to that group shall be apportioned, for the purpose of calculating the individual entitlement of each member as mentioned above, in proportion to the survivor's or reversion pension on the one hand, and the orphans' and/or dependants' pensions on the other.

iii) If the amounts so apportioned exceed the pensions to which the beneficiaries would have been entitled if they had been considered separately, including after application of Article 25bis, any such excess amounts shall not be payable.

iv) The minimum amounts laid down for survivors' and reversion pensions and for orphans' and/or dependants' pensions shall no longer apply to the shares actually attributed.

27.2/1 Coexistence of beneficiaries entitled to orphans' and/or dependants' pensions belonging to different family groups

i) In this case, the total pension referred to in Article 27, paragraph 2 shall be calculated as if all the persons entitled to an orphan's pension and/or dependant's pension formed part of a single family group. Before apportionment, dependants shall be treated in theory as orphans. This total pension shall comprise:

- *a single orphan's pension calculated, as the case may be, in accordance with the provisions of Article 25, paragraph 3 i) if there are one or more persons entitled to a survivor's or reversion pension, or of Article 25, paragraph 4 i) where there are no such persons;*
- *orphans' pensions equal to the dependent child allowance where there are one or more persons entitled to a survivor's or reversion pension, or to double that allowance where there are no such persons.*

ii) This total pension shall be apportioned among the different family groups in proportion to the pensions which would have been payable directly to each of these family groups considered separately.

iii) Within each family group, the share going to that group shall be divided equally among the beneficiaries before application of Article 25bis, where applicable.

iv) The minimum amounts laid down shall no longer apply to the shares actually attributed.

CHAPTER VI - FAMILY ALLOWANCES

Article 28 – General Provisions

1. Household allowance, children's or dependants' allowance and handicapped child allowance, paid to the staff members of the Organisation as family allowances, are granted and adjusted according to the modalities and conditions of entitlement provided for under the Staff Regulations and Rules and under the present Rules:

   i) to the recipient of a retirement pension as from the age of 60;

   ii) to the recipient of an invalidity pension;

   iii) to the recipient of a survivor's or reversion pension, in respect of the sole beneficiaries who were or would have been recognised as a dependant of the staff member or the former staff member if he had not died.

2. The double entitlement regulations apply to any allowance of a same nature, regardless of its name.

3.

   a) The household allowance shall be calculated by reference to the pension of the recipient.

   b) Where the recipient of a survivor's or reversion pension is a staff member of one of the Organisations listed in Article 1 or is in receipt of a pension assessed by any of these organisations, only one household allowance shall be granted.

   c) Where the spouse of a person entitled to a pension referred to in paragraph 1 is a staff member of one of the Organisations listed in Article 1 or is in receipt of a pension assessed by any of these organisations, the household allowance shall only be paid to one of the spouses.

   d) Where the spouse of the recipient of a pension referred to in paragraph 1 is entitled, under another scheme, to an allowance of a same nature than the household allowance, only the difference between the amount of the allowance under the present scheme and that of the allowance received by the spouse under the other scheme shall be paid to the recipient of the pension.

4. Where the recipient of a pension referred to in paragraph 1, or his household or the beneficiary concerned, is entitled to allowances referred to in paragraph 1 and also, under another scheme and for the same person, to a children's or dependants' allowance, or a handicapped child allowance of a same nature than those referred to in paragraph 1, the Organisation shall only pay the difference between the amount of the allowances granted under the present scheme and that of the allowances received under the other scheme.

5. The deduction of family allowances received under another scheme, referred to in Article 28, paragraphs 3 and 4, shall be automatic, save where the recipient produces evidence that the above-mentioned scheme makes a deduction of the amounts received under the present scheme.

6. The amount of the allowance for a child or other dependant payable to the recipient of a survivor's or reversion pension shall be twice the normal amount.

7. Entitlement to the allowances provided for in this Article shall cease at the end of the month in which the conditions for entitlement to those allowances under the Staff Rules and Regulations of the Organisation are no longer satisfied.

8. The education allowance is granted according to the modalities and conditions of entitlement provided for under the Staff Regulations and Rules and under the present Rules:

   i) to the recipients of pensions assessed before 1 January 2030:

      a) to the recipient of a retirement pension as from the age of 60;

      b) to the recipient of an invalidity pension;

      c) to the recipient of a survivor's or reversion pension, in respect of the sole beneficiaries who were or would have been recognised as a dependant of the staff member or the former staff

member if he had not died;

ii) to the recipients of pensions assessed from 1 January 2030:

a) to the recipient of a survivor's pension, in respect of the sole beneficiaries who were or would have been recognised as a dependant of the staff member if he had not died;

b) to the recipient of an orphan's pension where there is no recipient of a survivor's pension in the family group to which he belongs.

Last update: January 2020

Instructions

28.1 Entitlement

Entitlement to family allowances when pension benefits are being paid shall be subject to the conditions relating to the attribution of such allowances, in accordance with the Staff Regulations and Rules of the Organisation.

28.1/1 Early pension

Family allowances shall not be paid before the age of 60 to the recipient of an early pension; in such a case, at the age of 60, the household allowance shall be calculated on the basis of the reduced pension, subject to the minimum prescribed by the relevant Staff Regulations and Rules; the other family allowances of fixed amount shall be granted without any reduction.

28.1/2 Monthly payment

Family allowances shall be paid per whole month starting from the 1st of the month following that in which the entitlement has arisen and until the end of the month during which the entitlement ceases.

28.8 Education allowance

i) Entitlement to the education allowance shall be maintained for children dependent on a former staff member provided that the recipient of a retirement or invalidity pension -- or the recipient of a survivor's or a reversion pension -- has never ceased residing in the country of the last posting since termination of service and in as much as he continues to reside in that country.

ii) In the event of the death of a staff member or of the recipient of a retirement or invalidity pension, without any survivor's or reversion pension being awarded, or in the event of the death of the recipient of a survivor's or reversion pension, any education allowance which was being paid at the time of the death shall continue to be paid unchanged in its amount, for as long as the child concerned meets the conditions to be considered a dependent child under the Staff Regulations and Rules of the Organisation.

Last update: January 2020

28.3 Household allowance

The household allowance to which the recipient of a pension is entitled shall be calculated on the basis of his pension, but shall not be less than the minimum laid down in the scales in force in the Organisations listed in Article 1, save where the allowance is reduced on the basis of the income of the spouse.

CHAPTER VII - CEILING ON BENEFITS

Article 29 – Ceiling on benefits for surviving spouse, former spouse(s), orphans and/or dependants

1. Where a staff member dies, the total amount payable in respect of survivor's, orphan's and dependant's pensions and of family allowances shall not exceed the maximum of the retirement pension referred to in Article 10, paragraphs 2 and 3, together with the family allowances to which the deceased staff member was entitled. In any event, this total shall not exceed the last salary received by the staff member together with the family allowances to which he was entitled.

2. Where a former staff member drawing a retirement pension dies, the total amount payable in respect of reversion, orphan's and dependant's pensions and of family allowances shall not exceed the amount of the pension and family allowances received by the former staff member.

3. Where a former staff member entitled to a deferred or invalidity pension dies, the total amount payable in respect of reversion, orphan's and dependant's pensions and of family allowances shall not exceed the amount of the retirement pension and family allowances he would have received if he had reached the statutory age limit at the time of his death.

4. The amounts payable in respect of survivor's, reversion, orphan's and dependant's pensions shall, where applicable, be reduced in proportion to the share of each beneficiary.

Instructions

29/1 Ceiling on benefits payable to a surviving spouse, former spouse, orphans and/or dependants (*)

i) Save where Article 10, paragraph 3 applies, the maximum of the retirement pension referred to in Article 29, paragraph 1 shall be 70 per cent of the salary defined in Article 10, paragraph 1, as adjusted in accordance with the provisions of Article 36; the same adjustments shall be applied to the family allowances referred to in Article 29, as well as to retirement pensions, deferred or not, and to the invalidity pensions referred to in Article 29, paragraphs 2 and 3.

ii) The ceilings stipulated in Article 29 shall be reviewed whenever changes are made to the basis for calculating the benefits due.

iii) For the purposes of applying the instructions of this Article, account shall be taken of deductions actually made in respect of allowances received from another source.

29.3/1 Ceiling in the event of the death of a person entitled to a deferred retirement pension or who was drawing an early retirement pension

Where a deceased former staff member was entitled to a deferred retirement pension or was drawing an early retirement pension, the family allowances to which he would have been entitled at age 60, but which were not paid, shall nevertheless be taken into account in calculating the ceiling referred to in Article 29.

29.3/2 Ceiling in the event of the death of a person drawing an invalidity pension under Article 14, paragraph 2

In the event of the death of a former staff member drawing an invalidity pension under Article 14, paragraph 2, the ceiling to be applied shall be the amount of the pension and allowances he was receiving at the time of his death.

29.4/1 Amount of the reduction applicable to survivors', reversion, orphans' and/or dependants' pensions

The reduction shall be applied to survivors', reversion, orphans' and/or dependants' pensions. The reduction

* The entitlements which might have been granted prior to 1st November 1988 shall be maintained.

shall be apportioned among the beneficiaries in proportion to the benefits payable in application of the provisions of Chapter IV (Survivor's and Reversion Pensions) and Chapter V (Orphan's Pension and Dependant's Pension).

29.4/2 Statutory minimum amounts

The minimum amounts laid down shall not apply to survivors', reversion, orphans' and/or dependants' pensions reduced in accordance with the provisions of Article 29.

CHAPTER VIII - PROVISIONAL PENSIONS

Article 30 – Conditions of entitlement

1. Where a staff member or former staff member entitled to a retirement or invalidity pension has been missing for more than one year in circumstances justifying a presumption of death, the persons entitled under him may provisionally be awarded a survivor's, reversion, orphan's or dependant's pension, as appropriate.

2. The provisions of paragraph 1 above shall apply mutatis mutandis to persons recognised as dependants of a person in receipt of a survivor's or reversion pension, who has been missing for more than one year.

3. Provisional pensions under paragraphs 1 and 2 above shall be converted into definitive pensions when the death of the staff member, former staff member, spouse or former spouse has been established officially or when that person has been declared missing by a final Court decision.

Instruction

30.3 Forfeiture of rights

The time limits laid down by Article 35, paragraphs 2 and 3 shall run from the date of the Court decision declaring him to be missing, referred to in Article 30, paragraph 3.

CHAPTER IX - DETERMINATION OF THE AMOUNTS OF BENEFITS

Section 1 - ASSESSMENT OF ENTITLEMENT

Article 31 – Organisation responsible for the assessment

1. The assessment of entitlement to the benefits payable under these Rules shall be made by the Organisation, with the assistance of the International Service for Remuneration and Pensions, also responsible for such part of the work as can be centralised.
2. A detailed statement of the assessment shall be communicated to the staff member or the persons entitled under him after approval by the Organisation on the advice of the Pensions Administrative Committee of the Co-ordinated Organisations (CAPOC) referred to in Article 51.
3. Until this approval has been given, pensions shall be paid on a provisional basis.

Instruction

31.2 Pension Statement

i) On the termination of service of a staff member, the Organisation shall draw up a statement of his pension rights on the form provided for this purpose.

ii) When a staff member enters the service of another Co-ordinated Organisation, he shall hand over the form provided for this purpose.

iii) The Organisation making the assessment of entitlement to benefits must take account of all reckonable years of service which have been credited including, where applicable, service in more than one of the Co-ordinated Organisations.

Article 32 – No double entitlement

1. Without prejudice to the application of Articles 4 and 5, the following may not be paid concurrently out of the budgets of one or more of the Organisations listed in Article 1:
   i) a retirement and an invalidity pension as provided for in these Rules or under the Rules of the New Pension Scheme or of the Defined Benefit Funded Pension Scheme[35];
   ii) a retirement or invalidity pension and a loss-of-employment indemnity not paid as a lump sum;
   iii) two retirement pensions*.
2. Recipients of a retirement or invalidity pension under the present Rules may not be granted the status of staff member in the meaning of Article 1. The modalities for double entitlement to a retirement pension and any other remuneration paid by a Co-ordinated Organisation shall be defined by each Organisation.
3. Where they are due to the same cause, there can be no double entitlement to benefits under the present Rules and annuities under a scheme distinct from the Pension Scheme and financed by an Organisation listed in Article 1.

Last update: December 2012

Instructions

32.1 Double entitlement as regards retirement or invalidity pensions

i) In view in particular of the rules contained in Article 5, paragraph 2, two retirement pensions under these Rules may not be paid by two Organisations listed in Article1.

[35] Except for long term consultants of the ECMWF.

ii) Double entitlement to a retirement and invalidity pension, granted under the present Rules, under the Rules of the New Pension Scheme or under the Rules of the Defined Benefit Funded Pension Scheme, shall be forbidden; in calculating an invalidity pension granted under Article 14, paragraph 1, the abatements prescribed in Article 5, paragraph 2 shall be applied in cases where retirement pension payments previously received have not been refunded.

iii) Double entitlement to a retirement or invalidity pension and to an indemnity for loss of employment paid month by month on the basis of the salary being received by the staff member at the time of leaving shall be prohibited.

Last update: December 2012

32.2 Double entitlement to benefits granted under schemes distinct from the Pension Scheme

Where they are due to the same cause, the annuities or pensions for permanent invalidity or granted in the event of the death of a staff member or former staff member to the spouse and/or former spouse, orphans and/or dependants under a scheme distinct from the Pension Scheme shall be deducted from the amount of the relevant pensions due and calculated under the present Rules, if they were financed wholly or in part by an Organisation listed in Article 1.

The preceding provisions shall not relieve staff members of their financial obligations to credit past services which derive from Articles 44 and 49.

Last update: December 2012

Article 33 – Basis of calculation

1. Pensions provided for in the Rules shall be calculated by reference to the salary defined in Article 3 and to the scales applicable to the country of the staff member's last posting.

2. However, if the former staff member settles subsequently:

    i) in a Member country of one of the Co-ordinated Organisations of which he is a national, or

    ii) in a Member country of one of the Co-ordinated Organisations of which his spouse is a national; or

    iii) in a country where he has served at least five years in one of the Organisations listed in Article 1,

he may opt for the scale applicable to that country.

The option shall apply to only one of the countries referred to in this paragraph, and shall be irrevocable except where paragraph 3 below is applicable.

3. On the death of his spouse, a former staff member who settles in the country of which he is a national, or of which such deceased spouse was a national, may opt for the scale applicable in that country.

The same option shall be open to the surviving spouse or former spouse of a former staff member and to orphans who have lost both parents.

4. These options, available under paragraphs 2 and 3, shall be irrevocable.

5. If the staff member, spouse, former spouse or orphan opts for the scale of a country referred to in paragraph 2, but there is no scale approved by the Organisation for that country, the scale applicable to the country in which the Organisation responsible for paying his pension has its headquarters shall be applied temporarily until a scale had been adopted for the country chosen.

6. The amount of the pension based on the scale chosen shall be calculated in accordance with Article 36.

7. The provisions of paragraph 2 above do not apply to the benefits under Article 11. However, a staff member who settles in a country of which he is a national may have the leaving allowance provided for in Article 11 ii) calculated in accordance with the scale for that country, provided such a scale has been approved by the Organisation at the time of his departure.

Instructions

33/1 Proof of residence

Within the meaning of Article 33, the settlement of a pensioner refers to his principal and effective residence, with the transfer of the permanent and usual centre of his interests and the will to confer stability to such a residence.

The option is granted as from the month following the date on which the pensioner proves, to the satisfaction of the Organisation, that he has his principal and effective residence in the country in question. The Organisation may in particular request:

- *a recent certificate of residence;*
- *a certificate of removal from the population registry of the former place of residence;*
- *a copy of a recent invoice (water, gas, electricity, fixed telephone) established after the date of the removal and for the name and address of the person concerned;*
- *a copy of the rent contract or of the purchasing deed of the residence;*
- *a copy of the removal invoice;*
- *evidence of being subject to property or residence tax;*

or any other evidence it deems relevant.

Last update: December 2012

33/2 Alteration due to the exercise of an option

Where, in application of Article 33, benefits under the Pension Scheme are to be calculated on the basis of a scale other than that which was in force at the time when the right to the benefits arose, then the amount of such benefits must, for the purpose of their payment as from the exercise of the option concerned, be recalculated on the basis of the new scale, in accordance with the provisions of Article 36, paragraph 5.

33.3/1 Option in cases where there are beneficiaries belonging to different family groups

i) Where an option is exercised by a surviving spouse or by children both of whose parents are deceased, and there are other beneficiaries, benefits shall be apportioned in accordance with the provisions of Article 22 or Article 27, as the case may be, and with the Instructions thereto, on the basis of the scale applicable to the country of the staff member's or former staff member's last posting or, in cases to which Article 33, paragraph 2 applies, the scales for which an option has been exercised by the former staff member prior to his decease;

ii) the share of benefit apportioned to each beneficiary of the option shall be expressed as a percentage of the basic salary for the grade and step used in calculating the theoretical survivor's or reversion pension;

iii) the share apportioned to the beneficiary of the option referred to in Article 33, paragraph 3 shall be equal to the basic salary corresponding to the grade and step referred to in sub- paragraph ii) of the scale applicable in the country chosen, multiplied by the percentage referred to in the same sub-paragraph.

33.3/2 Transitional arrangements

If the persons entitled under a staff member who has died before having exercised his right of option choose the Pension Scheme under Articles 43 and 44 of the Rules, the scale - other than that of the last country of service - for which they opt pursuant to Article 33 of the Rules shall be irrevocably applicable. However, where the surviving spouse dies after having exercised the said irrevocable option, the orphans may in their turn exercise a joint option which shall also be irrevocable.

33.4 Calculation following approval of a new scale

In cases where Article 33, paragraph 5 is applied, benefits are calculated under the new scale as from the date of its entry into force, with no retroactive effect.

Article 34 – Re-assessment – cancellation

1. Benefits may be re-assessed at any time in the event of error or omission of any kind. Any undue payments must be reimbursed; they may be deducted from the benefits payable to the person concerned or to the persons entitled under him or from the amounts due to his estate. The reimbursement may be spread over a period.

2. Benefits shall be subject to modification or cancellation if their award was contrary to the provisions of these Rules.

Article 35 – Requirement of evidence - forfeiture of rights

1. Persons who are eligible for benefits under these Rules shall inform the Organisation or the International Service for Remuneration and Pensions of any facts which may affect their entitlement to benefits and to furnish such supporting evidence as may be required of them.

   Should they fail to comply with these obligations, they may be deprived of the right to benefits under this Scheme; save in exceptional circumstances, they shall refund any sums received to which they were not entitled.

2. Where the surviving spouse, orphans or other dependants of a deceased staff member or former staff member fail to apply for their pension within twelve months from the date of his death, payment of the benefits under these Rules may, at the discretion of the Organisation, be deferred until the first day of the month following that in which they make their application.

3. Where a staff member's or former staff member's former spouse referred to in Article 22 fails to apply for a pension within twelve months from the date of his death, the former spouse's rights may, at the discretion of the Organisation, be wholly forfeited.

Instructions

35.1/1 Statement by staff member or persons entitled under him

Subject to the provisions of Instruction 30.3, the recipient of any benefit under the Pension Scheme Rules shall be required to fill out and sign the form to verify continuing entitlement which is sent to him every year.

35.1/2 Refund of amounts incorrectly received

All amounts incorrectly received shall be refunded pursuant to Articles 34 and 35, in the manner prescribed in the Rules and Regulations applicable to staff serving in the Organisation, without prejudice to the special provisions laid down for implementing Article 42 with regard to taxation.

35.1/3 Obligation on claimants to make themselves known

In the absence of a statement provided for under Instruction 35.1/1, it is the responsibility of persons entitled under a deceased staff member or former staff member to notify their existence to the Organisation which they consider to be liable for the payment to them of benefits under the Pension Scheme, except for those cases where notification is the responsibility of the Organisation under Article 43, paragraphs 2 iii) and 3 ii).

35.1/4 Notifying beneficiaries

The Organisation shall then inform the beneficiaries concerned of the benefits which they may claim under the Pension Scheme Rules.

Section 2 - ADJUSTMENT OF BENEFITS

Article 36 – Adjustment of benefits

1. The Organisation shall adjust pensions, every year, in accordance with the revaluation coefficients based on the consumer price index for the country of the scale used to calculate each pension.

   It shall also adjust them in the course of the year, for any given country, when prices in that country show an increase of at least 6%.

2. At regular intervals, the Secretary General shall establish a comparison of the difference between increases in salary and increases in pensions, and may, where appropriate, propose measures to reduce it.

3. When the beneficiary of a pension dies, any reversion, orphan's and/or dependant's pensions that may be due shall be calculated as follows:

   i) The pension(s) shall be calculated:
   - with reference to the scale in force on 31 December 2019 if the deceased pensioner's entitlement was assessed prior to 1 January 2020;
   - with reference to the scale in force at the date on which the deceased former staff member's pension was assessed if such entitlement was assessed from 1 January 2020.

   ii) Said scale shall be updated, as from that date, by application of the pensions revaluation coefficients for the country in question.

4. If the beneficiary of an invalidity pension, which was not awarded under Article 14, paragraph 2 reaches the age limit laid down in the Staff Rules and Regulations, his invalidity pension shall be converted, in accordance with Article 17, paragraph 2, to a retirement pension calculated using the following method:

   i) The pension shall be calculated:
   - with reference to the scale in force on 31 December 2019 if the invalidity pension was assessed prior to 1 January 2020;
   - with reference to the scale in force at the date on which the invalidity pension was assessed if such pension was assessed from 1 January 2020.

   ii) Said scale shall be updated, as from that date, by application of the pensions revaluation coefficients for the country in question.

5. If the beneficiary of a pension exercises one of the options under Article 33, the following calculation shall be made:

   i) The pension shall be recalculated:
   - with reference to the scale in force on 31 December 2019 for the country selected if the pension was assessed prior to 1 January 2020;
   - with reference to the scale in force at the date of its assessment for the country selected if the pension was assessed from 1 January 2020.

   ii) Said scale shall be updated, as from that date, by application of the pensions revaluation coefficients for the country in question.

Instruction

36.1/1 Notifying beneficiaries

Adjustments to pensions currently being paid shall be notified in writing to the beneficiaries of such pensions, either by the Organisation or, as instructed by it, by the International Service for Remunerations and Pensions.

36.1/2 Consumer price indices

1. Consumer price trends shall be monitored with reference to the Harmonised Index of Consumer Prices (HICP), or where these series are not available, the national Consumer Price Indices (CPI) used in the salary adjustment procedure in force in the Organisation. The annual adjustment index shall be the evolution in consumer prices between 1 January of the year of the annual adjustment and 1 January of the previous year, less any special adjustment granted during this period.

2. As from 1 January 2026, the index for the first annual adjustment of pensions shall be the evolution in consumer prices between 1 January of the year of the annual adjustment and 1 July of the year before last, less all special pension and special/extraordinary salary adjustment(s) granted during this period and not already deducted in the course of the concerned period. The provisions of this paragraph will apply to the following pensions: retirement pension, invalidity pension, survivor's pension, reversion pension derived from a deferred retirement pension, orphan's pension following death of a staff member, dependant's pension following death of a staff member, orphan's pension derived from deferred retirement pension, and dependant's pension derived from deferred retirement pension. All other pensions are subject to the provisions of paragraph 1[1].

36.1/3 Date of effect of the annual adjustment

The effective date of the annual adjustment shall be 1st January.

36.1/4 Special adjustment in the event of price evolution of at least 6% during the year

Whenever the 6% inflation threshold is exceeded, the special adjustment applied to pensions shall be equal to the change in consumer prices between the month in which the previous adjustment took effect and the month in which the special adjustment threshold is exceeded. Any special adjustment shall take effect in the month following the month in which the threshold was exceeded. The monitoring of consumer price trends shall then be reset, taking the consumer price index of the month during which the high inflation threshold was reached as the basis to further monitor inflation until the next special or annual adjustment.

36.1/5 Procedure for granting the special adjustment

Any special adjustment is granted provisionally until PACCO's issue of a technical opinion recommending, where applicable, the granting of this special adjustment, without prejudice to Instruction 36.1/2. PACCO's technical opinion is communicated to the CRSG for information.

Last update: April 2026

[1] Pensions subject to a first adjustment effective 1 January 2026 cannot be adjusted using an index lower than that corresponding to the reference period from December 2024 to December 2025.

Section 3 - PAYMENT OF BENEFITS

Article 37 – Mode of payment

1. Subject to the provisions of Article 11 and unless otherwise provided under these Rules, pensions, family allowances and provisions for tax adjustments shall be paid monthly in arrears.
2. These amounts shall be paid by the Organisation, or by the International Service for Remuneration and Pensions if it has been empowered to do so.
3. Benefits shall be paid in the currency used in their calculation in accordance with Article 33.
4. Benefits shall be paid to the recipient by bank transfer to an account either in the country of the scale used to calculate these benefits, or in the country where the recipient resides.

Instruction

c) **Date of Payment**

Pensions, family allowances and provisions for tax adjustments shall be paid in arrears on the last working day but two of the month to which they relate.

Article 38 – Sums owed to the organisation

1. Any sum owed by a staff member, former staff member or pensioner to any of the Organisations listed in Article 1 at the date when the benefits are payable under these Rules shall be deducted from the amount of these benefits or from the benefits payable to those entitled under him. The deduction may be spread over a period.

Instruction

38.1 Buying back rights - Credit for past service

Any amounts remaining due on the death, recognition of invalidity or termination of service of a staff member, in respect of pension rights bought back under Article 5 or credited under Articles 44 and 49, shall constitute a debt owed to the Organisation by the staff member or the persons entitled under him or the estate.

Payment to the Organisation of any amounts thus owing shall be made pursuant to the special condition agreed to by the staff member at the time of his application to buy back or to be credited with pension rights; this condition shall give the Organisation a preferential right to deduct such amounts from the capital sums due at the time of death or recognition of invalidity, or of termination of service, where appropriate, under the conditions provided for in Instructions 5.1 and 5.5.

Article 39 – Right of subrogation

1. Where a staff member's invalidity or death is attributable to a third party, the award of the benefits provided for in these Rules shall in principle be made subject to the beneficiary assigning to the Organisation his claims against such third party, up to the amount of such benefits.
2. However, the Organisation may waive its right to take action pursuant to such subrogation against the third party concerned where special circumstances justify such a waiver.

CHAPTER X - FINANCING THE PENSION SCHEME

Article 40 – Charge on budgets

1. Benefits paid under this Pension Scheme shall be charged to the budgets of the Organisation responsible for the assessment of these benefits pursuant to Article 31.
2. The Member States of the Organisation jointly guarantee the payment of the benefits.
3. In the event of a merger, reconstitution or other transformation or in the event of dissolution of the Organisation, the Council or any ad hoc body set up, where required in one of the aforementioned cases, shall take the necessary measures to ensure uninterrupted payment of the Pension Scheme benefits until the cessation of entitlement of the last beneficiary.
4. Should a country, being a Member or ex-Member of the Organisation, fail to comply with its obligations under this Article, the other countries shall meet the cost thereof in proportion to their contribution to the budget of the Organisation as fixed annually from and after the said country's default.

Article 41 – Staff member's contribution - costing the scheme

1. Staff members shall contribute to the Pension Scheme.
2. The staff members' contribution to the Pension Scheme shall be calculated as a percentage of their salaries and shall be deducted monthly.
3. The rate of the staff contribution shall be set so as to represent the cost, in the long term, of one-third of the benefits provided under these Rules.
4. The rate of the staff contribution shall be 12.5%.

Last update: January 2025

5. An actuarial study shall be carried out every five years for all the Organisations, using the method described in Annex. In accordance with the result of that study, the staff contribution rate shall automatically be adjusted, with effect from the fifth anniversary of the preceding adjustment, the rate being rounded to the nearest first decimal.

However, in the event of exceptional circumstances, the Co-ordinating Committee on Remuneration (CCR) could recommend that the date of that study, and of any adjustment of the contribution rate resulting therefrom, be advanced.

In such a case, the normal 5-year interval between two studies and any adjustment of contributions resulting therefrom shall begin as from the date of that supplementary study except for a new application of the provisions of the preceding sub-paragraph.

6. Contributions properly deducted shall not be recoverable. Contributions improperly deducted shall confer no rights to pension benefits; they shall be refunded at the request of the staff member concerned or those entitled under him without interest.

Instructions

41.1/1 Sickness

The staff members' contribution to the Pension Scheme shall be paid during sick leave and during periods of temporary incapacity following such leave if the staff member concerned continues to receive an allowance equal to the whole or part of his emoluments. This contribution shall be calculated in relation to the portion of the allowances corresponding to salary, but reckonable years of service shall be counted at the full rate, subject to the provisions applicable in the event of temporary incapacity during a period of part-time service.

41.1/2 Leave for personal reasons

A staff member may not pay pension contributions during periods of leave for personal reasons of more than six months' duration, and during such periods the staff member shall not acquire any pension rights.

However, the persons entitled under him shall be entitled to receive benefits under the conditions set out in Instruction 18.1.

Last update: November 2006

CHAPTER XI - PROVISIONS RELATING TO THE ADJUSTMENT OF PENSIONS

Article 42 - Pensions which are subject to national tax legislation

1. The recipient of a pension under these Rules shall be entitled to the adjustment applying to the Member Country of the Organisation in which the pension and adjustment relating thereto are chargeable to income tax under the tax legislation in force in that country.

2. The adjustment shall equal 50 per cent of the amount by which the recipient's pension would theoretically need to be increased, were the balance remaining after deduction of the amount of national income tax or taxes on the total to correspond to the amount of the pension calculated in accordance with these Rules.

For such purpose, there shall be drawn up, for each Member country, in accordance with the Implementing Instructions referred to in paragraph 6, tables of equivalence specifying, for each amount of pension, the amount of the adjustment to be added thereto. The said tables shall determine the rights of the recipients.

3. In calculating the theoretical amount of income tax or taxes referred to in paragraph 2 of this Article, account shall be taken only of the provisions of tax legislation and regulations affecting the basis of liability and the amount of income tax or taxes for all pensioner-taxpayers in the country concerned.

Pensioners without spouse or dependants shall be deemed to be in the position of a pensioner without entitlement to any tax reliefs or allowances for family responsibilities, all other recipients being deemed to be pensioners enjoying the tax reliefs and allowances of a person who is married without children.

No account shall be taken:

- of individual factors related to the personal circumstances or private means of a particular pensioner,
- of income other than that arising under these Rules,
- of the income of the spouse or dependents of the pensioner.

On the other hand, account shall, in particular, be taken of circumstances arising in the course of the year as a result of:

- a change in civil status or settlement in another place of residence with a different taxation system,
- commencement or cessation of payment of the pension.

4. The Organisation shall supply the Member Countries concerned with the names, forenames and full address of pensioners and the total amount of the pension and adjustment.

5. The recipient of an adjustment as specified in this Article shall be required to inform the Organisation of his full address and of any subsequent change therein.

Such recipient shall produce evidence of his pension and the relative adjustment having been declared or taxed; should he fail to comply with this obligation, he shall be deprived of the right to this adjustment and shall refund any amounts unduly received in this respect.

6. The other procedures for calculating the adjustment and, in particular, those necessitated by the special features of certain national tax laws, and the procedure for payment of the adjustment shall be laid down in the Implementing Instructions established in accordance with the tax legislation of Member Countries.

Notwithstanding Article 52, the implementing provisions referred to in this paragraph shall require approval by the Councils of the organisations listed in Article 1.1.

Instructions

42/1 Scope and calculation of the adjustment

1. *Article 42 of the Pension Scheme Rules shall apply only if the pension and the adjustment relating to it are subject to taxes on income levied in a Member Country of the Organisation. The family allowances provided for in Article 28 of the Pension Rules shall be assimilated to pensions in determining the tax adjustment in so far as similar allowances are taxable under the national tax legislation of the Member country.*

2. *The adjustment referred to in Article 42 of the Pension Scheme Rules shall be determined on the basis of the legal provisions relating to taxes on income in force in the Member country in which the pensioner is legally subject to such taxation. It shall be established in respect of pensions paid during the tax period as determined in that country.*

3. *Where the pension of a person entitled to the adjustment is paid in a currency other than that of the country in which such person is subject to taxes on income, the adjustment shall be determined on the basis of the pension converted into the currency of that country. Such conversion shall be effected at the rate obtained on the official exchange market.*

4. *Where the amounts paid during any tax period include arrears of pension relating to any previous period, the adjustment shall be determined or recalculated, as the case may be, with due regard to the tax treatment applicable to such arrears.*

42/2 Establishment of tables of equivalence for payment of the adjustment

1. *Tables of equivalence for payment of the adjustment shall be established for each tax year by the International Service for Remunerations and Pensions, hereinafter referred to as 'the Service'.*

2. *The tax authorities of Member countries shall provide the Service, at its request, with the details of legislation and regulations necessary for establishing the tables. The tables shall be checked and confirmed by the tax authorities of the Member country concerned. In the event of disagreement between such authorities and the Service on the content of the tables, the Secretaries- General and the Coordinating Committee shall consider the matter on the basis of Article 42 of the Pension Scheme Rules and of these Implementing Instructions.*

3. *Provisional tables of equivalence shall be drawn up prior to the commencement of the period to which they refer. They shall show, for rounded pension figures and in respect of each Member country, an amount equivalent to 90 per cent of the monthly adjustment calculated according to the distinctions contained in Article 42.3 of the Pension Scheme Rules and on the basis of the tax legislation in force at the time of drawing up the tables.*

4. *The provisional tables shall be revised whenever amendments to tax legislation involve a change in the amount of the adjustment. The Secretaries-General and the Coordinating Committee may however decide by mutual agreement to dispense with the up-dating of tables in cases where the balance of gain or loss is minimal.*

5. *As soon as the authorities in Member countries have finally adopted the tax legislation applicable to income for the period covered by the provisional tables, these latter shall be replaced by final tables establishing the rights of recipients in accordance with Article 42.2 of the Pension Scheme Rules. These final tables shall show the amount of the adjustment for the whole of the period which they cover, as well as the monthly amount of the adjustment.*

6. *The provisional and final tables of equivalence shall be accompanied by all such information as is necessary for their use. Such information shall include:*

   - *the rules to be observed in cases where changes in family status, dependants or permanent address (domicile) of the person entitled to the adjustment may affect the amount of the adjustment which the person concerned may claim;*
   - *the names and addresses of the tax authorities to which the Organisations supply the information specified in Article 42.4 of the Pension Scheme Rules;*
   - *the evidence to be supplied by persons entitled to the adjustment as proof of the declaration for tax purposes, or the taxation, of their pension and the adjustment relating thereto;*

- *the dates for making such declarations and for paying the tax in those Member countries which have been authorised to avail themselves of the provisions of Instruction 42/3, paragraph 2 below.*

42/3 Method of payment of the adjustment

1. The adjustment shall be paid by monthly instalments by way of advance at the same time as the pension and in an amount corresponding to that appearing in the provisional tables of equivalence referred to in Instruction 42/2, paragraph 3 above. The amounts of pension, arrears of pension and adjustment shall be shown separately on the instrument of payment issued to the recipient.

2. At the request of a country, the Secretaries-General and the Coordinating Committee may, by mutual agreement, decide that by way of exception to paragraph 1, there shall be a time lag in payment of the monthly instalments of the adjustment relating to that country, provided however that payment of the whole of the monthly instalments shall be finalised before the ultimate date for payment of the tax to which they refer.

3. As soon as the final tables of equivalence are available, the total amount of the monthly instalments paid in respect of the tax period shall be compared to the final amount of the adjustment due for the whole of that period. Any excess or shortfall shall be rectified but so however that the amount involved shall not be taken into account in determining the adjustment in respect of the following tax year.

4. The adjustments shall be paid in the currency of the country in which the recipient is subject to taxes on income.

42/4 Information to be supplied to Member countries by the Organisation

1. The particulars specified in Article 42/4 of the Pension Scheme Rules shall consist of the following:

a) a personal particulars form giving the name and forenames, full address and, where applicable, the residence for tax purposes (domicile fiscal) of the pensioner, the total amount of pension paid for the period constituting the tax year, the final amount of the adjustment arrived at for such period, and the amount of arrears of pension, identifying the year to which such arrears relate;

b) a master list reproducing for each country, the information contained in the personal particulars form.

2. The particulars listed in paragraph 1 of this Instruction shall be supplied to the tax authorities of the country in which the persons concerned are subject to taxes on income. A copy of the personal particulars form shall be sent to the pensioner and a copy of the master list shall be sent to the Representative of the country in question to the Organisation.

3. The obligations specified in this Instruction shall be complied with at the time of the rectification referred to in Instruction 42/3, paragraph 3 above.

42/5 Evidence of payment of tax

The tax authorities referred to in Instruction 42/2, paragraph 6 above shall inform the Service of the evidence by which, in accordance with Article 42.5 of the Pension Scheme Rules, recipients of the adjustment may establish that their pension and the relevant adjustment have been declared for tax purposes or have been taxed.

42/6 Financing the adjustment

1. The cost of the adjustment provided for in Article 42 of the Pension Scheme Rules shall be borne by the country in which the recipient thereof is subject to taxes on income for the period considered.

2. Expenditure arising under paragraph 1 of this Instruction shall be the subject of a separate budget which shall be drawn up at the same time as the other budgets of the Organisation. Final settlement of the contributions to this separate budget shall be made at the end of the period to which it relates.

42/7 Transitional measures

1. Arrears of pension relating to tax periods prior to the approval of the Pension Scheme Rules by the Council shall be treated as contributions towards the purchase of pension rights to the extent that they are set off against capital due for the crediting of the pensioner's past service.

2. The effect of this provision on the amount of the adjustment shall be determined by the tax authorities mentioned in Instruction 42/2, paragraph 6 above, in collaboration with the Service.

42/8 Date of effect

These Implementing Instructions shall take effect on the date of entry into force of the Pension Scheme Rules.

CHAPTER XII - TRANSITIONAL ARRANGEMENTS APPLICABLE TO STAFF WHOSE SERVICE BEGAN BEFORE 1st JULY 1974

Section 1 - STAFF WHOSE SERVICE DID NOT TERMINATE BEFORE 1st JANUARY 1973

Article 43 - Scope

1. Permanent staff serving on 1st July 1974, must, within the period referred to in paragraph 4 i) of this Article, state in writing which one of the options referred to in Articles 44, 45 and 48 they wish to select. Staff failing to make their choice within that period shall be deemed to have chosen the option under Article 44 and to elect to be credited with past service for the periods referred to in paragraph 2 of that same Article.

This choice shall be irrevocable both for the staff member and for persons entitled under him.

2.

i) Should a staff member who was serving on 1st July 1974 become incapacitated without having made the choice referred to in this Article, his choice will in future be limited to Articles 44 and 48.

ii) Should a staff member who was serving on 1st July 1974 die without having made the choice referred to in this Article, his spouse or, in the event of the latter's death, his orphans or other dependants, may only make the choices referred to in sub-paragraph i) above.

iii) The choice in favour of Article 44 or 48 must, in any event, be made by the staff member, or the persons entitled under him, within the period referred to in paragraph 4 i) of this Article, or, in the event of death of the staff member or his spouse, six months after the date on which the Organisation has notified the new scheme to the persons entitled under them.

In the cases dealt with in this paragraph 2, if the choice is not made within the time limit laid down, the staff member or the persons entitled under him shall be deemed to have made the choice covered by Article 48.

3.

i) Staff who have left the Organisation between 1st January 1973 and 1st July 1974 may also opt for the Pension Scheme under the terms of Article 44 provided they make an application to this effect within the period referred to in paragraph 4 i) of this Article.

ii) Should a staff member to whom this paragraph applies die without having opted for Article 44, the persons entitled under him may exercise such option not later than six months after the date on which they have been notified of the new scheme by the Organisation.

4.

i) The option period provided for in this Article shall end in each of the Organisations listed in Article 1.1 one year after final approval of these Rules has been given by the Council of the said Organisation, save in the cases referred to in paragraphs 2 iii) and 3 ii) of this Article.

ii) The options provided for under this Section of the Rules shall take effect on 1st July 1974; however, the option referred to in paragraph 3 above shall take effect on the date of the award of the benefits under the Pension Scheme, but not earlier than 1st January 1973.

Instructions

43/1 Time for exercising options and statement of the position of each staff member

i) The time limits laid down in Articles 43 and 44 of the Rules shall begin to run from the date fixed by the Council of the Organisation at the time of the approval of the Pension Scheme Rules.

ii) A statement of the position of each staff member, to be established provisionally as at [1st January 1978] (*), shall show as at that date:

- *the actual amount of the staff member's holding in the Provident Fund;*
- *the amount of contributions paid after 1st July 1974, such contributions being the property of the Organisation, with the actual yield thereon, save where the option under Article 48 of the Rules is exercised;*
- *the amount due in accordance with the provisions implementing Article 44 of the Rules, should the person concerned opt to be credited with all service completed as a permanent staff member prior to 1st July 1974, or prior to termination of service if this occurred before 1st July 1974.*

iii) The options provided for in Article 43 of the Rules shall be exercised in the Organisation where the staff member is actually serving before the end of the transitional period; if the staff member has transferred from one Organisation to another between 1st July 1973 and the end of the option period, and any break in service does not exceed six months, the said staff member shall be entitled to the same options.

43/2 Option exercisable by widow

In application of Article 43.2 ii) and 3 ii) of the Rules, the right to exercise an option shall be accorded only to the widow of the deceased staff member, to the exclusion of any former wife.

However, where the deceased staff member has left neither a widow nor any orphans but an unremarried former wife to whom he was paying maintenance, such ex-wife may exercise the option provided for in Article 43.2 ii) of the Rules.

(*) Date varying according to Organisations.

Article 44 - Pension with credit for past service

1. A staff member to whom this Section of the Rules applies and who has chosen the option provided for by this Article shall be bound by the terms of the Pension Scheme, and be credited with any periods served by him before 1st July 1974 in one or more of the Organisations listed in Article 1.

2. A staff member credited with past service under paragraph I shall surrender his holding in the Provident Fund.

   However,

   i) for the period prior to the setting-up of the Provident Fund, the staff member shall retain the difference between a) the amounts contributed by the Organisation plus their yield up to the date when the option referred to in Article 43.4 ii) takes effect, and b) the aforesaid amounts plus compound interest at 4 per cent per annum up to the aforesaid date;

   ii) for the period between the setting-up of the Provident Fund and the date when the option referred to in Article 43.4 ii) takes effect, the staff member shall retain such part of his holding as exceeds 21 per cent of the salaries paid to him during this period plus compound interest at 4 per cent per annum on the said amount of 21 per cent up to the aforesaid date;

   iii) notwithstanding the provisions of sub-paragraphs i) and ii) above, a staff member may not retain that part of his Provident Fund holding which corresponds to any interest-bonuses granted in certain Organisations.

   The cost of crediting past service under this paragraph shall be determined in nominal terms in the currency of the country or countries of service where the salaries used as a basis for the calculation of contributions were actually paid, the necessary conversions into the currency ultimately used for keeping the individual accounts being effected on the basis of exchange rates in use for Provident Fund operations on the date when the option takes effect. In cases where the Provident Fund holding paid over to a staff member when he left is refunded, the cost of crediting past service may be paid directly in the currency (or currencies) in which the contributions were payable.

The crediting of past service in the manner prescribed in this paragraph shall be irrevocable and must include all

periods of service covered by this paragraph.

3.

i) Where a staff member has exercised his right to make withdrawals from his Provident Fund holding and where, in consequence, the amount standing to his credit is less than the amount he would have surrendered under paragraph 2 if he had not made withdrawals, service prior to 1st July 1974 shall only be credited in the proportion these two amounts bear to each other.

ii) This provision shall not apply where a staff member has, within the period referred to in Article43.4 i), undertaken to repay the difference between the two amounts plus compound interest at the rate of 4 per cent per annum as from that date.

If the staff member makes only partial repayment, past service shall only be credited in the proportion referred to in the first sub-paragraph above.

iii) Should a staff member become incapacitated or die without having made the choice referred to in this Article, the figure of 70 per cent referred to in Article 14.2 as well as the minimum pensions referred to in Articles 14.4 and 19.3 shall be reduced according to the ratio between:

- the total number of years of service that would have been reckonable -up to the age limit laid down in the Staff Regulations, in the event of invalidity - allowing for the reductions referred to in this paragraph, and

- the total number of years of service that would have been credited if the staff member had entirely repaid the withdrawals made from his Provident Fund holding.

iv) Repayments provided for in this paragraph must be made within the time limit laid down in the Instructions for the implementation of these Rules.

4. A staff member may also, within the period referred to in Article 43.4 i), ask to be credited with service completed before his appointment as a permanent staff member, in accordance with Article 5.5.

5. A staff member to whom this Article applies and who leaves the Organisation at the age limit laid down in the Staff Regulations after having completed less than the ten years required under Article 7 shall be entitled to opt for a grant calculated in accordance with Article 11 or for a proportionately reduced pension calculated in accordance with Article 10.

Instructions

44/1 Credit for past service where there have been no withdrawals

A staff member who chooses the option specified in Article 44 of the Rules and who has not made any withdrawals affecting the amount required for crediting past service must elect to be credited with all periods of service referred to in the said Article.

44/2 Staff who left the Organisation between 1st January 1973 and 1st July 1974

i) If such staff members opt for Article 44 of the Rules, the cost of crediting their past service shall be calculated as stated in Article 44/3 below, but as at the date of actual termination of their service.

ii) Where a pension is due to the staff member - or to any persons entitled under him - on termination of service, the above-mentioned cost of crediting past service shall be deducted from the arrears of pension. Any balance remaining outstanding shall be deducted from the staff member's holding in the Provident Fund or failing this, shall be repaid before any payment of pension.

iii) In the case of a deferred pension, the cost of crediting past service referred to in paragraph i) shall be repaid within twenty-four months from the end of the option period, and at a rate of compound interest of 4 per cent per annum from the date of termination of service up to the date when such repayment is completed.

iv) The above-mentioned amounts shall be refunded in the currency of the last country of service at the rate in force for Provident Fund operations on the first day of the month following the termination of service; however, the staff member concerned may make the refunds directly in the currency of the country where the remuneration was paid, in respect of the crediting of the relevant pension rights.

44/2bis Staff leaving the Organisation after 1st July 1974

i) Staff serving before 1st July 1974, and having left the Organisation after that date, shall be entitled to exercise the option on the terms laid down in Articles 43 and 44 of the Rules.

ii) In the case of such staff members, or of pensions entitled under them, Instructions 44/2 ii) and iii) and 44/3 shall be applicable, but the cost of crediting past service to be taken into account shall be determined as at 1st July 1974.

iii) They shall in addition be liable to pay over the 21 per cent contributions paid after 1st July 1974, with the actual yield thereon up to the date of repayment. Such repayment must be made not later than the end of the option period, save where Article 48 of the Rules applies.

44/3 Cost of crediting past service for staff serving at the time when the option is exercised

i) Contributions paid from 1st July 1974

A staff member or any person entitled under him who opts for Article 44 or Article 45 of the Rules shall be liable to pay over the contributions paid after 1st July 1974, with the actual yield thereon in the Provident Fund of the Organisation; such amount is to be paid over not later than the end of the option period.

ii) Cost of crediting service prior to 1st July 1974

Such cost, as determined in accordance with Article 44.2 of the Rules, shall not be greater than the Provident Fund holding to which the person concerned would have been entitled if he had not made any withdrawals.

Subject to this limit, the calculation of the amount of Provident Fund holding which must be surrendered to the Organisation in respect of the crediting of past service shall be made at the rate of compound interest of 4 per cent per annum from the date of actual payment of the contributions until 1st July 1974; if the contributions were in fact calculated at the time on the basis of salaries corresponding to countries of service other than the country of service on 1st July 1974, they shall be calculated separately, with compound interest at the rate of 4 per cent per annum up to 1st July 1974, in the respective currencies of the said other countries, and then converted into the currency of the country of service on 1st July 1974, at the rate of exchange in force on that date for operations of the Provident Fund. The total of such costs of crediting past service corresponding to different countries of service shall determine the amount due at 1st July 1974, in order to have such past service credited.

iii) Reconstitution of the cost of crediting past service

Where a staff member has exercised his right to make withdrawals from his Provident Fund before 1st July 1974, and the amount standing to his credit in his individual account at that date is less than the cost of crediting past service as calculated at 1st July 1974, he may refund the difference between the two amounts, with compound interest on such difference at the rate of 4 per cent per annum, accruing from 1st July 1974, over a maximum period of five years from the end of the option period, provided, however, that such refund may not continue beyond the age limit laid down in the Staff Regulations.

Where a staff member has exercised his right to make withdrawals from his Provident Fund after 1st July 1974, and the amount standing to his credit in his individual account is less than the cost of crediting past service as calculated at 1st July 1974, plus the actual yield of the Fund thereon up to the date of the withdrawal, he may refund the difference between the said two amounts over a maximum period of five years from the end of the option period, such refund not continuing however beyond the age limit laid down in the Staff Regulations, with compound interest at 4 per cent per annum accruing from the date of the withdrawal.

The same provisions shall apply where the staff member had received his Provident Fund holding on leaving a previous Organisation.

iv) Refunds made after 1st July 1974

Such refunds are to be taken into account on the successive dates on which they are made, for the purpose of:

- *reconstituting, in priority, the contributions referred to in paragraph i),*

- *reducing the amount to be refunded in respect of the cost of crediting past service referred to in paragraph iii).*

Such refunds, within the limits of the amounts due under paragraphs i) and iii) above, shall increase for the benefit of the Organisation, at the rate of the actual yield on the Provident Fund.

v) Credit balance

If the statement referred to in Instruction 43/1 ii) shows that the staff member's Provident Fund holding is greater than the total of the amounts due pursuant to the preceding paragraphs of this Instruction, the staff member may, in accordance with the relevant provisions of the Rules of the Provident Fund of the Organisation, either:

- *have his credit balance paid to him within such time as is compatible with the management of the Fund, or*
- *leave such balance invested with the other Provident Fund holdings.*

Until such time as it is withdrawn by him, the staff member's credit balance shall be subject to the fluctuations of the Provident Fund of the Organisation, all risks of gain or loss being borne solely by the staff member or any persons entitled under him.

vi) Partial credit for past service

If a staff member who has availed himself of the facilities provided for in paragraph iii) above for refunding the amounts identified in that paragraph has not succeeded in refunding the total of such amounts on the expiry of the period prescribed in that paragraph, his past service completed prior to 1st July 1974 shall be credited only in proportion to the amount of capital actually paid over for the purpose of crediting such service.

vii) Reduction of minimum pensions

In the cases provided for in Article 44.3 iii) of the Rules, the calculation of the reductions shall be made in accordance with the example annexed hereto, if the staff member became incapacitated or died before exercising the option specified in Article 44 and if the service completed by him before 1st July 1974, in the Organisation responsible for paying the invalidity or survivor's pension - and in any other previous Coordinated Organisation - has not been fully credited at the time when the above-mentioned pension is awarded.

However, no reduction in the minimum pensions referred to in this paragraph shall be made if the staff member or persons entitled under him pay the sums remaining due in respect of credit for past service before the payment of pension benefits.

44/4 Refund of amounts due in respect of the cost of crediting past service

i) Refunds due as mentioned in Instruction 44/3 iii) for the purpose of reconstituting the cost of crediting past service shall be made in equal monthly instalments within a maximum period of five years.

They may not, except with the consent of the person concerned, exceed 20 per cent of his basic salary for the first month following the Decision of the Council approving the Pension Scheme Rules; they shall, however, be at least 10 per cent of such salary.

ii) In the event of the staff member becoming incapacitated or dying, any amounts still remaining due in respect of credit for past service shall be deducted from the capital amounts payable to the staff member concerned or the persons entitled under him, in accordance with the provisions of Instruction 38.1.

However, any amounts due under Instruction 44/3 i) shall be deducted in priority from such capital amounts, or failing this, from the pension benefits.

iii) A staff member who, when exercising his option under the Transitional Arrangements, requests that years of service completed in one or more Coordinated Organisations be taken into account shall be required to pay over to the Organisation in which he is serving at the time of exercising his option the cost of crediting the above- mentioned years of service, as calculated according to the rules

applicable to the previous Organisation or Organisations; if any refunds in respect of such years of service are due from the staff member concerned, such amounts shall be paid to the Organisation in which the option was exercised, in accordance with the terms of paragraph i) above.

iv) However, if the staff member concerned is entitled to any arrears of pension, such arrears shall be set off against the refunds due in respect of credit for past service(*), and the rate of compound interest of 4 per cent per annum shall not be taken into account during the period running from the date on which the pension takes effect up to the date of actual award of the arrears of pension. Any balance remaining due in respect of credit for past service shall be repaid before any payment of pension.

* The cost of validation covers all amounts due by entitled persons at the date of accrual of the right to a pension.

ANNEX TO INSTRUCTION 44/3 vii)

Example of calculation of a reduction

<table>
<tr><td>1.</td><td>Past service: 10 years up to 1st July 1974</td><td></td></tr>
<tr><td>2.</td><td>Cost of crediting past service at 1 July 1974</td><td>45 734.71 EUR</td></tr>
<tr><td>3.</td><td>Holding in Provident Fund at the date of exercising the option (no account being taken of interest from 1st July 1974)</td><td>15 244.90 EUR</td></tr>
<tr><td>4.</td><td>Actual capital refunds at pension time (within time limit prescribed by Article 44.4)</td><td>7 622.45 EUR</td></tr>
<tr><td>5.</td><td>Amount actually paid in respect of credit for past service
15 244.90 + 7 622.45</td><td>22 867.35 EUR</td></tr>
<tr><td>6.</td><td>Reduction of reckonable years of service credited:
1.52 x 22 867.35 = 5 years instead of
45 734.71 10 years</td><td></td></tr>
<tr><td>7.</td><td>Reckonable years of service remaining to be acquired from 1st July 1974, up to age 65, including bonus after age 60: 11 years</td><td></td></tr>
<tr><td>8.</td><td>Reckonable years of service acquired at age 65:
instead of 5 + 11 = 16
10 + 11 = 21</td><td>thus automatically affecting the minimum retirement pension (article 10.3)</td></tr>
<tr><td>8bis</td><td colspan="2">Assumption of default in making full refund of amounts withdrawn from contributions paid after 1st July 1974: nil credit for past service.</td></tr>
<tr><td>9.</td><td>Reduction of the rate of 70% (art. 14.2)
$\frac{70\% \times 16}{21}$</td><td rowspan="2">In the event of the staff member becoming incapacitated or dying before exercising the option, and in the event of default of payment of full cost of credit for past service, either on the part of the staff member or of the person or persons entitled to a survivor's pension (widow- orphans)</td></tr>
<tr><td>10.</td><td>Reduction of minimum pensions (Art. 14.4)
$\frac{120 \times \frac{C1}{1} \times 16}{100 \times 21}$
Reduction of minimum pensions (Art 19.3)
$\frac{\frac{C1}{1} \times 16}{21}$</td></tr>
</table>

Article 45 - Pension without credit for past service

1. A staff member to whom this Section of the Rules applies and who has chosen the option provided for by this Article shall be bound by the terms of the Pension Scheme but shall in derogation of Article 5.1. ii) irrevocably renounce the right to be credited with service prior to 1st July 1974 in one or more of the Organisations listed in Article 1.1.

2. If he leaves the Organisation without completing ten years' service subsequent to 1st July 1974 he shall receive a leaving allowance as provided for in Article 11 in respect of his service subsequent to that date.

3. If he leaves the Organisation after completing ten or more years' service subsequent to 1st July 1974 he shall, subject to the conditions laid down in Chapter II, be entitled to a retirement pension for his service subsequent to that date. In the calculation of the minimum retirement pension provided under Article 10.3 only the years served after the afore-mentioned date shall be taken into account.

4. If he becomes incapacitated or dies while serving, the provisions of Chapters III to VI shall be applied as appropriate.

Article 46 - Bonus for service after the age of sixty

1. A staff member to whom this Section of the Rules applies, who has chosen one of the options given in Articles 44 and 45, and who has continued to serve beyond the age of sixty, shall, in respect of each year completed after that age, be entitled to an increase in pension corresponding to 5 per cent of the reckonable years of service credited to him at the age of sixty, but

    i) the increase granted in respect of each year served after the age of sixty shall not exceed 2 per cent of the salary defined in Article 10.1, and

    ii) his total pension shall not exceed 70 per cent of the salary so defined.

2. Within the same limit, pension rights shall continue to accrue as provided for in Article 10.1.

3. This Article shall, in the case covered by Article 14.1, apply only in respect of actual service after the age of sixty.

Instruction

46/1 Calculation of bonus

i) The bonus provided for in Article 46 of the Rules shall be calculated by reference to the reckonable years of service acquired at the end of the month in which the staff member attained his sixtieth year:

- *even if on that date they number less than ten years;*
- *full months of service being counted as twelfths of a reckonable year of service;*
- *account being taken, where appropriate, of reckonable years of service up to the age of 60 years for the purpose of Articles 14.1 and 16.2 of the Rules.*

ii) Subject to the ceilings specified in Article 46.1 of the Rules, the bonus percentage ascertained as above shall be added to the normal rate of pension entitlement, namely, 2 per cent, which is allotted for each year of service, or for each fraction amounting to at least one-twelfth of a year, completed after the age of 60 years.

Examples of calculations

1.	-	*Reckonable years of service at age 60:*	*12, i.e. rate of pension = 24%*
	-	*Bonus per year from age 60 to 65:*	$\frac{24\% \times 5}{100} = 1.2\%$
	-	*Total pension entitlement per year from age 60 to 65:*	$2 + 1.2 = 3.2\%$
2.	-	*Reckonable years of service at age 60:*	*20 years and 6 months, i.e. rate of pension = 41%*
	-	*Bonus per year from age 60 to 65:*	$\frac{41\% \times 5}{100} = 2.05\% \; reduced \; to \; 2\%$
	-	*Total pension entitlement per year from age 60 to 65:*	*2 + 2 = 4%*
	-	*e.g. if the staff member leaves at age 62 years and 6 months:*	*41 + 8 + 2 = 51%*
3.	-	*Reckonable years of service at age 60:*	*25, i.e. rate of pension = 50%*
	-	*Annual bonus reduced to maximum of 2%*	
	-	*Total pension entitlement per year from age 60 to 65:*	*2 + 2 = 4%*
4.	-	*Reckonable years of service at age 60:*	*30, i.e. rate of pension = 60%*
	-	*Bonus per year from age 60 to 65:*	$\frac{60\% \times 5}{100} = 3\% \; reduced \; to \; 2\%$
	-	*Total pension entitlement per year from age 60 to 65:*	*2 + 2 = 4%*
	-	*Maximum of 70% at 62.5 years.*	

Article 47 - Compensation for loss of previous pension rights

A staff member to whom this Section of the Rules applies may receive compensation by way of reckonable years of service under the conditions and within the limits laid down in the provisions implementing the Rules if he establishes that, by reason of having joined the Pension Scheme of the Organisation, he has been obliged to forfeit all or part of any pensions rights that may have accrued to him previously in his country of origin, without being able to obtain the actuarial equivalent of such rights.

Instructions

47/1 Conditions of entitlement

The compensation referred to in Article 47 of the Rules shall be awarded if the staff member satisfies all the following conditions:

i) that he has lost, in whole or in part, the pension rights corresponding to periods of service immediately preceding his appointment by the Organisation, or by another Organisation listed in Article 1.1 of the Rules in the case of a change from one of such Organisations to the present one;

ii) that the earlier pension scheme has not made a payment of the actuarial equivalent or of a capital commutation representing the full value of the aforesaid right, e.g. under Article 12.1 of the Rules;

iii) that the staff member pays over to the Organisation a fraction of any amounts he may receive from the earlier pension scheme, although not representing the full actuarial value of the rights lost; such fraction shall be calculated according to the ratio between the number of reckonable years lost and the number of reckonable years allotted as compensation under this Instruction;

iv) that, under the earlier scheme, it is impossible to retain the full benefit of previous rights, e.g. by contributing to such scheme on a voluntary basis or by way of secondment rather than resignation;

v) that he elects to be credited in full for all service with the Organisations listed in Article 1.1, in accordance with Articles 4, 5 and 44 of the Rules;

vi) that he continues to serve in the said Organisations until the age limit laid down in the Staff Regulations, save in case of death or loss of employment.

47/2 Calculation of compensation

Compensation by way of reckonable years of service shall be calculated by applying to the past reckonable years which have been recognised as lost the coefficients and maxima appearing in the annexed table, established by reference to age at the time of the appointment referred to in paragraph 1 i) above. Such compensation may not exceed:

- *the number of years of actual service which it will be possible for the staff member to complete up to the age limit laid down in the Staff Regulations;*
- *half the number of years of service which, upon his attaining the age limit laid down in the Staff Regulations, would still have been required for him to complete 35 reckonable years of service.*

47/3 Time limit for applying

Applications for compensation must be submitted before the end of the option period.

47/4 Repayments of amounts received for previous rights

i) Any repayment due under Instruction 47/1 iii) must be made before the end of the option period or as soon as the relevant amounts are paid by the previous pension scheme.

ii) If, instead of the actuarial equivalent of the previous pension rights, the staff member concerned has received any payments in satisfaction of such rights, he shall refund to the Organisation a fraction of such payments equal to the ratio between the number of reckonable years of service awarded as compensation under Article 47 of the Rules and the number of reckonable years which he has had to relinquish under the previous scheme.

Failing such repayment within two months of the payment made in satisfaction of such rights, or of the application for compensation, no compensation shall be awarded under Article 47 of the Rules.

iii) In the case of total or partial refusal to award the above compensation on the termination of service of a staff member, any amounts repaid under this Instruction shall be refunded to the staff member, where necessary in proportion to the compensation awarded.

EXAMPLES ILLUSTRATING THE APPLICATION OF ARTICLE 47 OF THE RULES

(EEC Examples - Article 107)

I Lost IMF pension rights (years of pensionable service)

1. *Date of birth: 12.9.1918*
2. *Date of statutory affiliation to EEC Scheme: 1.9.1958*
3. *Age at date of EEC affiliation: 39 years, 11 months, 19 days*
4. *Impossibility for official to complete maximum years of pensionable service in EEC by age 65*
5. *Affiliation to international organisation Fund before EEC affiliation: from 8.1.1948 to 31.7.1958*
6. *Non-payment of full actuarial equivalent of rights acquired according to 5. above, but part payment: 44 554.44 EUR*
7. *Impossibility established of preserving or acquiring pension rights in previous scheme*
8. *Period lost in previous scheme: from 8.1.1948 to 31.7.1958, i.e. 10 years, 6 months, 23 days*
9. *Calculation of EEC compensation for 10 years and 6 months lost (23 days = fraction of month not qualifying for compensation)*

- Coefficient according to age (39 years) at affiliation to EEC scheme:
  0.6587 per year lost
  0.0548 per month lost
- Compensation for 10 years lost:

10 years x 0.6587 = 6.587 years	6 years
0.587 years x 360 days = 211.320 days	7 months
	1 day

- Compensation for 6 months lost:

6 months x 0.0548 = 0.3288 months	
0.328 months x 360 days = 118.3680 days	3 months
	28 days

- Total compensation

	6 years
	10 months
	29 days

10. *Maximum according to age at affiliation and number of EEC years of pensionable service up to retirement age (50%):*

65 years - 39 years, 11 months, 19 days	25 years
	12 days

35 years of pensionable service -25 years, 12 days =

$$\frac{9\ years, 11\ months, 19\ days}{2} =$$

$$\frac{4\ years, 11\ months, 24\ days}{EECompensationgranted}$$

11. *Repayment to EEC of part of amounts referred to under 6. (44 554.44 EUR)*

Formula:

$$\frac{4\ years, 11\ months, 24\ days\ (see\ 10.)}{10\ years, 6\ months, 23\ days\ (see\ 8.)} = 47.17\%$$

Fraction to be refunded: 44 554.44 x 47.17% = 21 015.55 EUR

II Lost Federal Republic of Germany pension rights

(Years of pensionable service)

1. *Date of birth: 14.12.1902*
2. *Date of statutory affiliation to EEC Scheme: 25.2.1958*
3. *Age and date of EEC affiliation: 55 years, 2 months, 11 days*
4. *impossibility for official to complete maximum years of pensionable service in EEC by age 65*
5. *Federal Republic of Germany rights acquired before EEC affiliation: from 1.1.1928 to 24.2.1958, i.e. 75%*
6. *Non payment of actuarial equivalent of previous rights*
7. *Reduction of rights acquired prior to EEC:*

   2.14% per year from 7th year at EEC, i.e.:

   9 full years at EEC - 6 years = 3 years

   (Federal Republic of Germany rights being thus reduced from 75% to 68.58% = 2.14% x 3)
8. *Calculation of EEC compensation corresponding to age 55 (date of EEC affiliation)*

   0.8984 per year lost, i.e.:

   3 years x 0.8984 = 2 years, 8 months, 10 days
9. *Maximum according to age at affiliation and number of EEC years of pensionable service to retirement age: not applicable in the particular case.*

COEFFICIENT REFERRED TO IN INSTRUCTION 47/2

Age on Appointment	Compensation coefficients applicable		Ceiling for compensation	
	to years lost	to months lost	Years	Months
30	0.5624	0.0468	-	-
31	0.5722	0.0477	-	-
32	0.5822	0.0485	-	-
33	0.5924	0.0493	1	6
34	0.6027	0.0502	2	-
35	0.6135	0.0511	2	6
36	0.6243	0.0520	3	-
37	0.6356	0.0529	3	6
38	0.6470	0.0533	4	-
39	0.6587	0.0548	4	6
40	0.6707	0.0558	5	-
41	0.6833	0.0569	5	6
42	0.6960	0.0580	6	-
43	0.7091	0.0590	6	6
44	0.7224	0.0602	7	-
45	0.7359	0.0613	7	6
46	0.7497	0.0624	8	-
47	0.7639	0.0636	8	6
48	0.7785	0.0648	9	-
49	0.7935	0.0661	9	6
50	0.8092	0.0674	10	-
51	0.8254	0.0687	10	6
52	0.8425	0.0702	11	-
53	0.8604	0.0717	11	6
54	0.8791	0.0733	11	-
55	0.8984	0.0748	10	-
56	0.9186	0.0765	9	-
57	0.9393	0.0782	8	-
58	0.9602	0.0800	7	-
59	0.9820	0.0818	6	-
60	1	0.09	5	-

Article 48 - Provident Fund

1. A staff member to whom this section of the Rules applies may opt to remain in the Organisation's Provident Fund Scheme instead of receiving the benefits provided for in these Rules, where his contractual situation requires that such an option be given to him.

2. In derogation of Article 5.1 ii), he shall thus irrevocably renounce the right to be credited with service prior to 1st July 1974 in one or more of the Organisations listed in Article 1.1.

Instruction

48/1 Limited nature of the option

A staff member whose contract is terminated after he has chosen the option specified in Article 48 of the Rules and who, after leaving the Organisation, is then re-appointed by the same or another Co- ordinated Organisation, shall be subject to the Pension Scheme from the commencement of this new appointment.

Section 2 - STAFF WHOSE SERVICE TERMINATED BEFORE 1st JANUARY 1973

Article 49 - Scope

1. As a transitional measure, the provisions of these Rules shall, if so requested by them, apply to:

    i) former staff members, with not less than ten years' service who left the Organisation at the age of sixty or more, and their widows, incapacitated widowers and orphaned children,

    ii) the widows, incapacitated widowers and orphaned children of staff members who died while serving,

    iii) staff members permanently incapacitated while serving, and their widows, incapacitated widowers and orphans, when the events referred to in i), ii) and iii) occurred before 1st January 1973.

2. These beneficiaries shall, however, refund to the Organisation responsible for payment of the benefits the Provident Fund holding due to the staff member at the time of his departure, death or recognition as unfit for service. This refund shall include non-reimbursed withdrawals under the conditions laid down in Article 44.3.

This refund shall be limited to the amount of contributions paid by the staff member and by the Organisation, plus compound interest at 4 per cent per annum, such refund shall be abated, where applicable, by an amount calculated by means of the following fraction:

- Numerator: the difference between the age of the staff member on 1st January 1973 and his age at the time of departure, death or recognition as unfit for service.
- Denominator: the difference between 80 and the age of the staff member at the time of departure, death or recognition as unfit for service.

3. The request referred to in paragraph 1 above must be made within the period referred to in Article 43.4 i), failing which the right to do so shall lapse. The benefits under this Article shall be granted with effect from 1st January 1973.

4. Benefits under this Article shall be calculated by reference to the staff member's grading when he left the service before 1st January 1973 but on the basis of the corresponding scales in force on 1st January 1973, subsequently adjusted in accordance with Article 36.

5. Staff to whom this Article applies shall not benefit under the provisions of Article 46.

Instructions

49/1 Abatement showing a positive balance

When the abatement under Article 49.2 of the Rules is greater than 100 per cent, such excess shall not be paid to the beneficiary.

49/2 Special case of staff members re-appointed in an auxiliary or temporary capacity

The abatement shall be calculated in a manner specified in Article 49.2 of the Rules if the former staff member concerned is granted a retirement pension with effect from 1st January 1973 in accordance with paragraph 3 of that Article.

49/3 Procedure for refund of Provident Fund holdings

i) The amounts refundable under Article 49.2 of the Rules shall be calculated at 4 per cent per annum compound interest up to 1st January 1973; they shall then be abated as prescribed in Article 49.2 of the Rules. If the refunds actually made constitute only part of the above-mentioned amounts, the pension rights and minimum pensions shall be reduced proportionately, in accordance with the rule laid down in Article 44.3 of the Rules.

ii) The amounts referred to in the preceding paragraph may include, before any abatement is applied,

withdrawals previously made by the staff member concerned from his Provident Fund holdings in order to maintain his rights under a national retirement pension scheme or to finance dealings in real estate. The refund of such withdrawals may be partial, in which case the pension rights and minimum pensions shall be reduced in accordance with the rule laid down in Article 44.3 of the Rules, in the ratio existing, after abatement, between the amounts partly refunded (Provident Fund plus withdrawals) and the same amounts were they to be refunded in full.

iii) The amounts payable for the crediting of past service thus determined shall be refunded at the time when payment of the corresponding pensions commences.

If the sums due in respect of arrears of pensions enduring at 1st January 1973, fall short of the amount to be paid for the crediting of past service, the balance remaining due must be paid by the staff member concerned as soon as the pensions are effectively paid, where necessary by deduction from holdings remaining in the Provident Fund, or failing this, in monthly instalments with interest at the interest rate of 4 per cent per annum from the commencement of actual payment of pension and within a maximum period of 12 months.

Section 3 - HARDSHIP ALLOWANCE

Article 50 - Hardship Allowance

1. As an exceptional measure, where a staff member governed by the transitional arrangements is - or the persons claiming under him are - unable to make the refunds required under Article 44 or Article 49, he - or they - may, if the Secretary-General considers this justified in the light of his - or their - overall income, be granted a hardship allowance. This allowance shall not exceed the amount of the minimum pension provided for in the Rules in respect of each category of beneficiary.

A hardship allowance may also be granted on grounds of low level of income to the widowers of female staff members who died before 1st January 1979. In this case any pension granted as the case may be to the children or other dependants shall be reduced to the amount laid down in Article 25.2.

2. The hardship allowance may only be granted as from the first day of the month following that in which the application is made, and in any event not earlier than 1st July 1974; it may not, however, be granted to a former staff member before he has reached the age of sixty, unless he is incapacitated.

3. Detailed application of this Article will be governed by the Instructions referred to in Article 52.

Instructions

50/1 Other income taken into account

i) The Secretary-General of the Organisation shall decide, after consulting the Staff Association, unless the person concerned objects to such consultation, whether a hardship allowance is justified having regard to the impossibility of the staff member or those entitled under him to refunding the amounts referred to in Instructions 44 or 49, taking account of their income or assets in the form of capital or real estate which could be realised to make the refunds in question.

ii) In any event, the hardship allowance shall be reduced to the extent that the former staff member required to make refunds (or the persons entitled under him) is in receipt of taxable income exceeding the salary for Grade C 1, Step 1 for the country where he resides, or the last country in which he served if the country of residence is not a Member of one of the Co-ordinated Organisations mentioned in Article 1.1 of the Rules.

50/2 References to the Pension Scheme Rules

The hardship allowance shall not constitute a right for a former staff member or for any other beneficiaries; subject to this proviso, the following provisions of the Pension Scheme Rules shall apply to it: Articles 3, 7, 9.2, 10.3, 14.3 and 14.4, 15, 16, 17.2, 18, 19.3 and 19.4, 21 (first sentence), 22.1, 23 to 29, 31, 33 to 40 and 42.

CHAPTER XIII - FINAL PROVISIONS

Article 51 – Co-ordination

1. These Rules must be applied in a uniform manner by the different Organisations listed in Article 1. To this end, the Secretaries/Directors-General of those Organisations shall consult among themselves in order to carry out the appropriate co-ordination.

Instructions

51.1/1 Administrative Committee on Pensions

The Standing Committee of Secretaries-General has set up the Administrative Committee on Pensions of the Co-ordinated Organisations (CAPOC) so as to have at its disposal a body which can effectively ensure that the provisions of the Pension Scheme Rules are uniformly applied (document CCG/W(74)43 of 27 December 1974, paragraph 1).

51.1/2 Forms

A standard form is used for determining the position regarding each staff member's reckonable years of service for pension purposes at a particular date, viz.:

- *either on leaving the Organisation or on the assessment of a benefit; or*
- *on changing from one Organisation to another.*

This form recapitulates the regulatory provisions to be consulted on such occasions.

Article 52 – Detailed implementation

1. Instructions for the implementation of these Rules shall be drawn up by the Secretary/Director- General of the Organisation.

Instruction

52.1 Date of issue

The implementing Instructions shall be issued by the Secretary/Director-General on a proposal by the Committee of Representatives of the Secretaries-General (CRSG) of the Co-ordinated Organisations after consultation of the Committee of Staff Representatives (CRP).

They shall be updated periodically.

Article 53 – Entry into force

1. These Rules shall enter into force on 1st July 1974.

Instruction

53.1 Date of entry into force of the Implementing Instructions

The implementing Instructions shall enter into force on the date as laid down by the Secretary/Director-General of the Organisation.

APPENDIX 1

SPECIAL PROVISIONS APPLICABLE TO OFFICIALS RECRUITED TO WORK HALF-TIME AND TO OFFICIALS AUTHORISED TO WORK HALF-TIME FOR AN INDEFINITE DURATION

Instructions

X.1

Subject to the special provisions set out herein, the Pension Scheme Rules shall apply to officials recruited to work half-time and to officials authorised to work half-time for an indefinite duration in accordance with Annex X to the Staff Regulations, Rules and Instructions.

X.2

The special provisions applying to the officials referred to in Instruction X.1 above, who are working half-time at the date of entitlement to benefits under the Pension Scheme, shall be as follows:

a) The following shall be reduced by half:

i) the maximum rate of the retirement pension under Article 10.2 of the Pension Scheme Rules, and the ceiling on the retirement pension under Article 10.3;

ii) the rate of the invalidity pension as specified in Article 14.2 and the minimum amount of the invalidity pension as defined in Article 14.4;

iii) the ceiling on the invalidity pension under Article 14.4 and the salary referred to in Article 15;

iv) the minimum amounts for the survivor's pension under Article 19.3;

v) the minimum amounts for the orphan's or dependant's pension for the primary beneficiary under Articles 25.2 and 25.3, and the increases under Articles 25.2 and 25.3 for the second and every further beneficiary of an orphan's or dependant's pension;

vi) the orphan's pension under Article 25.4;

vii) the ceiling on benefits payable to survivors and orphans under Article 29;

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b) periods of half-time service by officials referred to in Instruction X.1 above shall be deemed to be periods of actual service within the meaning of Article 7 of the Pension Scheme Rules;

c) for the purposes of Article 14.1 any period subsequent to cessation of work shall be treated as a period of half-time work.

X.3

a) The provisions in Instruction X.2 a) i), iii) and vii) above shall not apply to officials recruited to work full-time but subsequently authorised to work half-time for an indefinite duration.

b) Where the official satisfies the conditions prescribed in Article 7 of the Pension Scheme Rules on the date from which he is authorised to work half-time for an indefinite duration, benefits in accordance with Instruction X.2 above shall not be less than those to which the official or claimants to his rights would have been entitled if he had ceased to work for the Organisation at that date for any reason other than invalidity or death.

X.4

Where an official is appointed by the Organisation to work half-time after having worked full- time for one of the Organisations listed in Article 1 of the Pension Scheme Rules, he shall be subject to the provisions of Instruction X.3 above, provided he pays over as appropriate the amounts specified in Article 5.1 or 5.2 of the Pension

Scheme Rules, as the case maybe.

APPENDIX 2

ANNEX TO ARTICLE 41 -- ACTUARIAL STUDIES

Periodicity: At least every 5 years

Method

1. Calculation, as at the effective date of the study for all the organisations, of the rate of contribution payable by staff in order to finance one-third of benefits provided under the Scheme, establishing the present value of future entitlements and salaries.

2. Projections of annual amounts of future entitlements will be calculated, on the one hand, for the overall population of staff members at the date of the study and, on the other hand, for the population of staff members who will be recruited by the Co-ordinated Organisations in the years to come. Projections of salaries for these populations will also be established year by year. Each of these amounts will be discounted to present worth.

3. Combining these results will make it possible to determine the rate of contribution needed to finance one-third of benefits provided under the Scheme.

Demographic assumptions

4. The demographic assumptions are derived from detailed demographic studies for each of the Co-ordinated Organisations. These studies examine past experience over a period of fifteen years in tranches of five years so as to identify trends; they also take account of available forecasts regarding future numbers of staff.

5. The rates obtained are adjusted so as to eliminate distortions resulting from insufficient data in certain Organisations.

Economic assumptions

6. The discounting process is based on observed rates of return on long-term bonds issued in the reference countries, as from the date when they become a reference country.

7. A discount rate net of inflation shall be used. It shall be equal to the arithmetical average of average real rates observed over the thirty years preceding the date when the actuarial study is conducted.

8. The average real rate for a given past year is obtained from the real rates in each country, calculated as the quotient of the rate of gross return on bonds by the corresponding rate of inflation, as shown by the national consumer price index. The average is obtained by weighting the real rate in each country by the number of serving staff in that country at the effective date of the study.

Salary increase assumptions

9. The salary increase assumptions are derived for each organisation from an analysis of the past experience over a period of 15 years in tranches of five years so as to identify trends. They also take account of available forecasts in that respect.

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ANNEX X bis – RULES OF THE NEW PENSION SCHEME (NPS)

TABLE OF CONTENTS

ANNEX X bis – RULES OF THE NEW PENSION SCHEME (NPS) 343
TABLE OF CONTENTS 343

CHAPTER I - GENERAL PROVISIONS 345
Article 1 – Scope 345
Article 2 - Deferred entitlement 345
Article 3 - Definition of salary 346
Article 4 - Definition of service conferring entitlement to benefits 346
Article 5 - Calculation of service conferring entitlement to benefits 348
Article 6 - Reckonable years of service 351
Article 6bis -Part-time service - effects on the calculation of entitlement 352

CHAPTER II - RETIREMENT PENSION AND LEAVING ALLOWANCE 354
Section 1 - RETIREMENT PENSION 354
Article 7 - Conditions of entitlement 354
Article 8 - Age of entitlement, deferred or early pension 354
Article 9 - Commencement and cessation of entitlement 357
Article 10 - Rate of pension 357
Section 2 - LEAVING ALLOWANCE 358
Article 11 - Leaving allowance 358
Section 3 - INWARD AND OUTWARD TRANSFER OF PENSION RIGHTS 359
Article 12 - Inward and outward transfer of pension rights 359

CHAPTER III - INVALIDITY PENSION 364
Article 13 - Conditions of entitlement - Invalidity Board 364
Article 14 - Rate of pension 367
Article 15 - Concurrent earnings 367
Article 16 - Medical examination - termination of pension 368
Article 17 - Commencement and cessation of entitlement 369

CHAPTER IV - SURVIVOR'S AND REVERSION PENSIONS 370
Article 18 - Conditions of entitlement 370
Article 19 - Rate of pension 371
Article 20 - Reduction for difference in age 371
Article 21 – Remarriage 372
Article 22 - Rights of a former spouse 372
Article 23 - Commencement and cessation of entitlement 373

CHAPTER V - ORPHAN'S OR DEPENDANT'S PENSION 374
Article 24 - Rate of orphan's pension 374
Article 25 - Rate of pension for other dependants 375
Article 26 - Commencement and cessation of entitlement 375
Article 27 - Beneficiaries of more than one category 375

CHAPTER VI - FAMILY ALLOWANCES 379
Article 28 – Provisions applicable to staff members appointed before 1 January 2017 379
Article 28bis – Provisions applicable to staff members appointed as of 1 January 2017 380

CHAPTER VII CEILING ON BENEFITS 382
Article 29 – Ceiling on benefits 382

CHAPTER VIII - PROVISIONAL PENSIONS **384**
Article 30 - Conditions of entitlement *384*
CHAPTER IX - DETERMINATION OF THE AMOUNTS OF BENEFITS **385**
Section 1 - ASSESSMENT OF ENTITLEMENT **385**
Article 31 - Organisation responsible for the assessment *385*
Article 32 - No double entitlement *385*
Article 33 - Basis of calculation *386*
Article 34 - Re-assessment – cancellation *387*
Article 35 - Requirement of evidence - forfeiture of rights *387*
Section 2 - ADJUSTMENT OF PENSIONS **389**
Article 36 - Adjustment of pensions *389*
Section 3 - PAYMENT OF BENEFITS **391**
Article 37 - Mode of payment *391*
Article 38 - Sums owed to the organisation *391*
Article 39 - Right of subrogation *391*
CHAPTER X - FINANCING THE PENSION SCHEME **392**
Article 40 - Charge on budgets *392*
Article 41 - Staff member's contribution - costing the scheme *392*
CHAPTER XI - PROVISIONS RELATING TO THE ADJUSTMENT OF PENSIONS **394**
Article 42 - Pensions which are subject to national tax legislation *394*
CHAPTER XII - FINAL PROVISIONS **397**
Article 43 – Pensions administrative committee of the co-ordinated organisations (PACCO) *397*
Article 44 – Detailed implementation *397*
Article 45 – Entry into force *397*
APPENDIX 1 ..... **398**

ANNEX X bis

NEW PENSION SCHEME (NPS)

CHAPTER I - GENERAL PROVISIONS

Article 1 – Scope

1. The pension scheme established by these Rules, hereinafter referred to as the "New Pension Scheme" (NPS), applies to staff members who:

   - took up duty on or after the 1st of January 2002;
   - have never contributed to the Pension Scheme of the co-ordinated organisations set up by the adoption of the 94th Report of the CCG by the governing bodies of these Organisations; and
   - hold indefinite term or definite or fixed-term appointments in the Organisation.

   Notwithstanding the above, the NPS Rules shall no longer apply to officials previously affiliated to the NPS who decided to opt in to Third Pension Scheme (TPS) in accordance with Article 1, paragraph 2 c) of the TPS Rules laid out in Annex X ter to the Staff Regulations. In that case, the NPS Rules shall cease to apply as of the first day of the month following which the official requests to move from the NPS to the TPS.

2. A staff member who, during his last appointment with a co-ordinated organisation, benefited from the provisions of Article 11 of the scheme set up by the adoption of the 94th Report of the CCG and who has not repaid the amounts provided for under that Article, shall be deemed to have relinquished entitlement to benefit from the said scheme and shall irrevocably be affiliated to the NPS.

3. The NPS shall not apply to other categories of personnel defined in the Organisation, such as Experts, Consultants, Temporary Staff, Auxiliary Staff, Employees and personnel hired under local labour legislation, etc.

4. In these Rules, the term "Organisation" refers to the OECD, the term "other Organisation" means any other co-ordinated organisation having adopted the NPS and the term "staff member" means the staff referred to in paragraphs 1 and 2 above.

Last update: July 2025

Article 2 - Deferred entitlement

1. Where the medical examination which every staff member has to undergo as part of the appointment process (and the consequences of which will have duly been expounded to him before his appointment) shows him to be suffering from an illness or disablement, the Organisation may decide that, as regards risks arising from an illness or disablement existing before he took up his duties, the said staff member shall not be entitled to the invalidity or death benefits provided for in these Rules until the expiry of a period not exceeding five years from the date of his appointment. If a staff member leaves an organisation which has adopted the NPS and, within a period of not more than six months, enters the service of another organisation which has also adopted the NPS, the time spent in the service of the first organisation shall be deducted from the period of deferred entitlement.

Instructions

2.1/1 Medical examination

The Organisation shall inform the staff member in writing of the application of a period of deferred entitlement and of its duration, which may be from one to sixty months. The Medical Consultant of the Organisation shall inform him in writing of the nature of the illness or disablement which justified the application of the deferment

period.

2.1/2 Definition of entitlements during the deferment period

i) If the staff member concerned leaves the Organisation during the deferment period, the leaving allowance shall be paid to him and the years of service completed during the deferment period shall be taken into account.

ii) In the event of either permanent total invalidity or death resulting from a cause which justified the deferment period in course:

a) should such an event occur before the staff member has fulfilled the condition provided for in Article 7, the staff member or the beneficiaries shall be entitled to a lump sum, calculated in accordance with the provisions of Article 11;

b) should such an event occur after the staff member has fulfilled the condition provided for in Article 7

- *and if this condition was fulfilled during the deferment period, the staff member or the beneficiaries shall be entitled to a lump sum calculated in accordance with the provisions of Article 11, in respect of the reckonable years of service credited within the meaning of Article 6;*
- *and if this condition was fulfilled prior to the deferment period, the staff member or the beneficiaries shall be entitled to both a lump sum calculated in accordance with the provisions of Article 11, in respect of the reckonable years of service completed during the deferment period, and the benefits to which they would have been entitled before the staff member's appointment.*

Last update: May 2005

iii) In the event of either permanent total invalidity or death resulting from either an accident at work, or an illness or disablement other than that which justified the deferment period, and which occurred after commencement of duties, the staff member or the beneficiaries shall be entitled to the benefits provided by the Pension Scheme for such events.

Article 3 - Definition of salary

1. Unless otherwise specified, for the purposes of these Rules, salary shall be the monthly basic salary of the staff member, according to the scales in force in the Organisation at the time when the pension is assessed, and updated in accordance with the provisions of Article 36.

Article 4 - Definition of service conferring entitlement to benefits

1. Subject to the provisions of Articles 5 and 41, paragraph 1, entitlement to benefit under these Rules shall be determined by the total of the periods actually served in the Organisation or in another Organisation:

i) as a staff member;

ii) in any other capacity prior to appointment as a staff member, provided any periods so served were not separated by breaks of more than one year.

Last update: January 2005

2. In addition to the total of the periods of service thus calculated, a staff member may request, on termination of service, that periods of service corresponding to certain statutory indemnities be taken into account, in particular payment in lieu of notice, for loss of employment, and for leave not taken, under the provisions laid down by Instruction (*).

3. Periods of part-time service shall be taken into consideration in calculating entitlement to benefit under these Rules provided they correspond to at least half-time work as defined by the provisions laid down by Instruction.

* Unless otherwise specified, the term "provisions laid down by Instruction" refers, throughout these Rules, to the implementation provisions in Article 44.

4. The periods referred to in Article 16, paragraph 3 shall also be taken into consideration.

5. The period of affiliation to the pension scheme of an international organisation, and for which a staff member has benefited from an inward transfer of pension rights, shall be taken into account in calculating entitlement to benefit under these Rules, under the provisions laid down by Instruction.

Last update: September 2020

Instructions

4.1/1 Service counting for entitlement

Service counting for entitlement shall consist of the following:

i) any periods of service completed on behalf of a Co-ordinated Organisation by a staff member before the Staff Regulations or the Provident Scheme came into effect; such service must have been completed under an appointment issued by the Organisation or by the provisional Committee or Secretariat from which the Organisation emanated;

ii) any periods of service completed as a staff member;

iii) any periods of sick leave or temporary incapacity in respect of which benefits have been paid; the staff member concerned shall be required to have paid his personal contribution to the Pension Scheme as calculated on the amounts so received; such periods shall be counted without any reduction;

iv) any periods of unpaid leave, if such periods are not taken into account by a new employer for the purposes of a pension scheme; the crediting of periods of unpaid leave equal to or less than two months shall be dependent on payment, for these periods, of the staff member's personal contribution to the Pension Scheme; the crediting of periods of unpaid leave beyond two months and up to a maximum of the four months following, shall be dependent on payment by the staff member, for these periods, of a contribution equal to two and a half times his personal contribution to the Pension Scheme;

v) any periods of secondment by the Organisation, should the staff member be reinstated; the detailed rules for the crediting of such periods shall be laid down in the regulations applicable to staff.

Last update: September 2019

4.1/2 Service completed in another capacity before appointment as a permanent staff member

Periods of service referred to in Article 4.1 ii) may be taken into account in accordance with Article 5, paragraph 5, if the following conditions are fulfilled:

i) such periods must have been prior to the appointment as a staff member of the Organisation or of another Organisation mentioned in Article 1.

ii) such service must have been completed in the full-time or at least half-time employment([36]) of the Organisation, or of another Organisation mentioned in Article 1.*

Such employment must have been remunerated according to periods of time and not by the job or piece, being service performed on the premises and under the control and to the instructions of the Organisation, according to its hours of work.

The staff member must have received all his emoluments for the service mentioned in the above sub-paragraph directly from the Organisation.

iii) any such periods completed in the service of the same Organisation, or of more than one Organisation mentioned in Article 1, must not have been broken for more than 12 consecutive months.

iv) in accordance with the provisions of Instruction 6.2, periods so to be taken into account must be of a minimum of thirty days; periods of part-time work, equal to or more than half time, shall be taken into account as a proportion of full time. The periods thus validated must total at least 30 days of full

[36] (*) "Employment" is used in the general sense: this applies in particular to the English text, bearing in mind OECD "employees".

time.

4.2 Crediting of reckonable years of service corresponding to indemnities

A staff member may request, on cessation of work, the crediting of reckonable years of service corresponding to:

i) compensatory payments in respect of leave not taken;

ii) compensatory payments in lieu of notice;

iii) indemnity for loss of employment.

Such reckonable years of service shall be credited subject to payment by the staff member of the personal contribution to the pension scheme or Provident Fund in respect of all these amounts and insofar as the periods on which the calculation was based are not taken into account by a new employer for the purposes of a pension scheme of a Co-ordinated Organisation.

Only reckonable years of service corresponding to periods below the statutory age limit may however be taken into account for the calculation of benefits provided for in these Rules.

Last update: November 2008

4.3 Definition of half-time service

A staff member shall be considered as working half-time, within the meaning of Article 4, paragraph 3, when the number of his working hours, calculated on a monthly basis, is equal to half the number of full-time working hours.

4.4 Recognition of the period of affiliation in the pension scheme of an international organisation

i) The period of affiliation to the pension scheme of an international organisation shall be recognised on the basis of the period certified by this scheme but shall not exceed the reckonable years of service credited pursuant to Article 12, paragraph 1.

ii) Such recognition shall become effective upon expiry of a five year period from the date of taking up duty as a staff member.

Last update: September 2020

Article 5 - Calculation of service conferring entitlement to benefits[37]

1. Where staff members appointed by the Organisation have previously served with the Organisation or another Organisation[38], bookmark247 their entitlement to benefits under the terms of Article 4 shall be conditional upon their paying over to the Organisation which re-appoints them the amounts paid to them on leaving their previous service pursuant to Article 11 plus compound interest on such amounts at 4% per annum from the date when the staff members received them until the date they are paid over in accordance with this paragraph. Should the staff members fail to pay over the amounts in question, reckonable service shall count only as from the new appointment.

2. Where staff members appointed by the Organisation were previously drawing a retirement pension in respect of service with another Organisation, payment of that pension shall cease.

   If the staff members refund to the Organisation offering them a new appointment the pension payments they have received, the provisions of Article 4 shall apply on cessation of their new appointment.

   If they do not make this refund, the years of service for which credit was acquired in the employment that originally entitled them to payment of the discontinued retirement pension shall be taken into account in the calculation of the retirement pension due on cessation of their new employment by reference to the salary for their last grading in such previous employment; moreover, that part of the final pension figure shall be abated by 5 per cent for each whole year during which the staff members drew the initial pension

37 Paragraphs 1 and 2 of this Article shall only apply inasmuch as another Organisation has adopted the NPS.

38 Insofar as the Scheme set up by the present Rules is made applicable to staff members of the European Union Institute for Security Studies and Satellite Centre, Agencies of the European Union and previously of the WEU, a Member Organisation of Co-ordination from the outset, such staff members shall benefit from the provisions of the present Article and of the other provisions of the Rules referring to Article 1 paragraph 4.

before the pensionable age applicable to them[39].

3. Where a staff member ceases his functions at a grade and step lower than that which he had previously held in the Organisation or in another Organisation, his entitlement to benefits under these Rules shall be determined by taking into account the total of his reckonable years of service and the benefits shall be calculated on the basis of the salary for the highest grading held by him. However, a reduction shall be made in the number of years of service to be credited to him in respect of time served at a lower grade and step after having held the grade by reference to which benefits are calculated; this reduction shall be proportionate to the difference between the said gradings.

4. For the implementation of paragraphs 2 and 3 above, salaries shall be taken into account in accordance with the scales in force when the final pension assessment is made.

5. The crediting of the periods referred to in Article 4, paragraph 1 ii) shall be conditional on:

   i) the staff member submitting an application to that effect no later than six months after confirmation of his appointment as a staff member; the application shall specify the periods of service with which the staff member wishes to be credited;

   ii) the Organisation giving its agreement;

   iii) the staff member paying, for each month of service with which he is to be credited, the contribution provided for in Article 41, calculated on the basis of his first monthly salary upon affiliation to the scheme.

Last update: July 2024

Instructions

5.1 Service completed as a staff member

i) Application for any service referred to in Article 5, paragraph 1 or paragraph 2, to be taken into account must be made no later than six months after confirmation of the new appointment.

ii) Where, pursuant to Article 11, the staff member received a leaving allowance at the end of his previous appointment, then pursuant to Article 5, paragraph 1, no partial crediting of such service shall be allowed; accordingly, the staff member concerned shall be required either to refund such leaving allowance in full or to forgo the right to have the corresponding service credited.

iii) Should the staff member fail to make a full refund immediately, he may be authorised to make such refund, at the latest, as from the expiry of the period referred to in sub- paragraph i) above, by monthly deductions of not less than 20 per cent of the basic monthly salary received at the time of beginning such refunds; compound interest at the rate of 4 per cent per annum shall be applied to the amount outstanding, until the refund has been made in full.

iv) If at the date on which any benefit under the Pension Scheme is payable, such refunds have not been completed, the balance still due shall be repaid in its entirety through deduction from the benefits to be paid, including those payable to persons entitled under the staff member. The Organisation may authorise payment by instalments, in which case compound interest at the rate of 4 per cent per annum shall be applied to the amount outstanding, until the refund has been made in full.

v) In the event of incapacity, death or termination of the service of the staff member concerned, any amount still remaining unpaid shall be set off against the capital sums due to him or to the persons entitled under him, in accordance with the provisions of Instruction 38.1, and the balance still due shall be deducted in accordance with the provisions of sub-paragraph iv) above.

vi) In the event of the termination of his service without any payment of leaving allowance or pension, the staff member concerned may request time not exceeding twenty-four months in which to make up all or part of any refund then still outstanding, subject to the provisions of sub-paragraph iv).

[39] As defined in Staff Rule 17/2.1 bis.

5.2 Non-refund of previous pension payments

Example illustrating the application of Article 5, paragraph 2, last sub-paragraph:

(i) First pension paid from age 60 to 62: $\left(T' \times \frac{40}{100}\right)$
reduced pursuant to Article 8.4

(T' = salary used as basis of calculation)

(20 reckonable years of service at 2%)

(ii) Second period paid from age 62 to 66: $\left(T'' \times \frac{8}{100}\right)$

(T'' = salary used as a basis of calculation at age 66)

(4 reckonable years of service at 2%) / leaving allowance.

Total Pension

(i) + (ii) = $\left[\left(T' \times \frac{40}{100}\right) \times \frac{90}{100}\right] + \left[\left(T'' \times \frac{8}{100}\right)\right]$

i.e. $0.4T' - 0.04T' + 0.08T''$

(iii) In the final calculation of the total pension, the pension between brackets

$\left[\left(T' \times \frac{40}{100}\right) \times \frac{90}{100}\right]$

has now been reduced pursuant to Article 5, paragraph 2, and not Article 8, paragraph 4; the pension as stated in (i) above is reduced to 90%.

$\left(2 \times \frac{5}{100}\right)$ *i.e. 10%*

5.3 Termination of service at a lower grade

For the implementation of Article 5, paragraph 3 of the Rules, the calculation shall be made as illustrated below:

(i) On previous termination of service (or at highest point in career before downgrading): 10 years' service, grading on departure, A5/5 = theoretical final salary: 100 = T' i.e. 10 years' reckonable service

(ii) On final termination of service:

10 years served in second period, grading on departure, A4/5 = theoretical final salary: 75 = T'' the reckonable service in respect of the second period will thus be reduced in the ratio:

$$\frac{T''}{T'} = \frac{75}{100}$$

i.e. 7.5 reckonable years.

(iii) Total: 10 + 7.5 = 17.5 years' reckonable service.

(iv) Total pensions will be calculated on the basis of:

T' = 100 × 17.5 reckonable years of service.

Last update: July 2024

5.4 Crediting of service completed before appointment as a staff member

i) Application to be credited with service completed before appointment as a staff member must be made no later than six months after confirmation of the said appointment.

ii) Persons entitled under a deceased staff member may not apply in his place for service to which this Instruction applies to be credited.

iii) Service shall be credited subject to payment of the contribution referred to in Article 41 as calculated on the basis of the first monthly salary upon affiliation to the scheme and multiplied by the number of months of service in respect of which rights are credited, a pro rata deduction being made, where appropriate, for part-time service. First monthly salary here means the salary corresponding to full-

time employment in the grade and step of the staff member, whether he be recruited on a full-time or a part-time basis. Such payment may be made by instalments in the form of monthly deductions from emoluments, commencing not later than the end of the relevant period referred to in sub-paragraph i) above and spread over a period not exceeding the duration of the previous service so credited.

Interest at 4 per cent per annum shall be due in respect of any part of the payments which is deferred beyond such period at the request of the staff member.

If, at the date on which any benefit under the NPS is awarded, such payments have not been completed, the balance still due shall be deducted from the benefits to be paid, where necessary by instalments.

iv) On making his application to credit such service as aforesaid, the staff member shall be required to consent to the Organisation's having first claim on any capital sums payable in the event of his death or invalidity or of the termination of his service, to the extent of any amounts then still outstanding in respect of crediting such service.

v) In the event of the termination of his service, the staff member or persons entitled under him may request time not exceeding twelve months in which to make up any amount then still outstanding, subject to the provisions of sub-paragraphs iii) and iv) above.

Article 6 - Reckonable years of service

1. The benefits provided for under these Rules shall be calculated by reference to reckonable years of service consisting of:
   i) service calculated in accordance with Articles 4 and 5;
   ii) service credited in accordance with Article 12, paragraph 1.
2. Incomplete years of reckonable service shall be taken into account on the basis of one-twelfth of a year for each whole month of service. For benefit calculation purposes the period remaining shall be treated as a whole month if it is equal to or more than 15 days.

However, the period remaining shall not be taken into account for the purpose of calculating the 10 years' service required for entitlement to the retirement pension provided for in Article 7.

3. In the case of part-time work:
   i) reckonable years of service shall be calculated in accordance with the ratio between the working hours corresponding to part-time service and the official number of hours for full- time work in the Organisation;
   ii) however, reckonable years of service shall not be reduced when the staff member authorised to work part-time has contributed to the NPS on the basis of full-time work, by paying, in addition to his personal contribution to the NPS for the part corresponding to his part-time work, a contribution equal to two and a half times the rate of contribution mentioned in Article 41, paragraph 3, on the difference in salary between his part-time work and the corresponding full-time work, under the provisions laid down by Instruction.

Instructions

6.2 Fractions of a month

Any fraction of less than thirty days remaining after aggregating periods of service shall be treated as a whole month if it is equal to or more than fifteen days and disregarded if it is less than fifteen days.

6.3 Non reduction of reckonable years of service

A staff member authorised to work part-time may request to contribute to the NPS on the basis of full-time work, provided that these periods are not taken into account by another employer for the purposes of a pension scheme and the amount of the supplementary contribution referred to in Article 6, paragraph 3 ii) is paid in accordance with the provisions of Article 41, paragraph 2. The staff member should make his request not later

than the eighth day following the beginning of the period for which he is authorised to work part- time. This request shall be final, unless an exceptional derogation is granted by the Secretary / Director General upon receipt of a duly justified request from the staff member.

Article 6bis -Part-time service - effects on the calculation of entitlement

1. Where at the time of termination of his service an official was working part-time, the salary taken into account in calculating his pension entitlement shall be that payable for full-time work at his grade and step as provided in these Rules.

2. However, when an official terminating his service in the circumstances described in paragraph 1 above had been recruited to serve on a part-time basis, or authorised to work part-time for an indefinite period or for a fixed-term renewable by tacit agreement and if the provisions of Article 6, paragraph 3 ii) are not applied, the rate of the invalidity pension provided for in Article 14, paragraph 2, and the minimum and maximum amounts that apply, shall be set in accordance with the provisions laid down by Instruction.

Instructions

6 bis.2/1 Benefit payable to a staff member who has only worked part time

i) For the purposes of calculating the benefit payable under Article 6 bis, paragraph 2, to a staff member who has only worked part time, the following shall be reduced by an amount corresponding to the ratio between the number of hours actually worked and the official number of hours for full-time work:

a) the maximum rate of retirement pension provided for under Article 10, paragraph 2 and the maximum amount of retirement pension provided for under Article 10, paragraph 3;

b) the rate of invalidity pension under Article 14, paragraph 2, and the minimum amount of invalidity pension provided for under Article 14, paragraph 4;

c) the maximum amount of invalidity pension provided for under Article 14, paragraph 4, and the salary referred to in Article 15;

d) the minimum amounts of survivor's pension provided for under Article 19, paragraph 3;

e) the amount of the reversion pension provided for under Article 19, paragraphs 4 and 5

f) the minimum amounts of orphan's pension provided for the first beneficiary under Article 24, paragraphs 3 and 4, as well as the increases provided for under Article 24, paragraphs 3 and 4, for orphans in respect of the second and every further beneficiary;

g) the amount of the dependant's pension provided for under Article 25, paragraph 2;

h) the ceiling for benefits payable to survivors and orphans as defined in Article 29.

ii) However, when a staff member was recruited by the Organisation for part-time service, after having worked full time for one of the Organisations referred to in Article 1, paragraph 4, he shall be subject to the provisions of Instruction 6bis.2/2 provided he pays over, if appropriate, the sums specified in Article 5, paragraph 1 or Article 5, paragraph 2, as the case may be.

6 bis.2/2 Benefit payable to a staff member who, at the time of termination of his service, is working part time for an indefinite period or for a fixed period renewable by tacit agreement, having previously worked full time

i) For the purposes of calculating the benefit payable under Article 6bis, paragraph 2 to a staff member authorised to work part time for an indefinite period or for a fixed period renewable by tacit agreement, the following shall be reduced in accordance with the ratio between the number of hours actually worked and the official number of hours for full- time work:

a) the rate of invalidity pension under Article 14, paragraph 2, as well as the minimum amount of invalidity pension provided for under Article 14, paragraph 4, and, for those periods of part-time service, the maximum amount of invalidity pension provided for under Article 14, paragraph 4;

b) the minimum amounts of survivor's pension provided for under Article 19, paragraph 3;

c) the amount of the reversion pension provided for under Article 19, paragraphs 4 and 5;

d) the minimum amounts of orphan's pension provided for the first beneficiary under Article 24, paragraphs 3 and 4, as well as the increases provided for under Article 24, paragraphs 3 and 4 for the second and every further beneficiary of an orphan's pension;

e) the amount of the dependant's pension provided for under Article 25, paragraph 2.

ii) However, when a staff member fulfils the conditions laid down in Article 7 at the date from which he is authorised to work part time for an indefinite period or for a fixed period renewable by tacit agreement, the benefit resulting from application of the provisions of sub-paragraph i) above, may not be less than that to which he or his authorised representatives would have been entitled had he ceased working for the Organisation at that date for a reason other than invalidity or death.

CHAPTER II - RETIREMENT PENSION AND LEAVING ALLOWANCE

Section 1 - RETIREMENT PENSION

Article 7 - Conditions of entitlement

1. A staff member who has completed ten or more years' service, within the meaning of Article 4, in the Organisation and, where applicable, in other Organisations, shall be entitled to a retirement pension.

2. For the implementation of the condition of length of service referred to in paragraph 1 above, periods of service in respect of which contributions to the Defined Benefit Funded Pension Scheme of the ECMWF or the Third Pension Scheme of the Council of Europe have been paid and for which the staff member has benefited from an inward transfer of pension rights, under the provisions laid down in Article 12, paragraph 1 and its implementing instructions, shall also be taken into account.

Instructions

7.1/1 Service for the purposes of Article 4

For the purposes of Article 4, service as a staff member in one or more of the Organisations referred to in Article 1, paragraph 4, shall be:

- *periods served in respect of which the staff member's contributions to the NPS have been paid in accordance with Article 5, paragraphs 1 and 5;*
- *periods referred to in Article 16, paragraph 3, in accordance with Article 4, paragraph 4.*

7.1/2 Part-time service

Without prejudice to Article 6, paragraph 3 i), periods of part-time service shall be considered periods of full-time service within the meaning of Article 7.

Article 8 - Age of entitlement, deferred or early pension

1. A staff member shall become eligible for a retirement pension at the age laid down by the Organisation.[40]

2. Pension rights shall continue to accrue to staff members continuing to be employed after pensionable age, but their pension shall not exceed the maximum amount laid down in Article 10, paragraph 2.

3. Where staff members cease their functions before reaching the pensionable age applicable to them, payment of their retirement pension shall be deferred until they reach that age.

4. However, staff members[41] may request early payment of their pension before they reach the pensionable age applicable to them, as detailed below:

   - staff members appointed on or after 1st July 2024 may request early payment of their pension as from age 60;
   - staff members appointed prior to 1st July 2024 may request early payment of their pension as from the applicable age corresponding to their situation at 1st July 2024, as set out in the table below:

[40] See Staff Rule 17/2.1 bis.

[41] Or former staff members.

	Minimum age for drawing an early pension		
Length of Service on 1 July 2024 / **Age on 1 July 2024**	**>0 and <5 years of service**	**≥5 and <10 years of service**	**10 or more years of service**
≥58	51	51	51
50 – 57	51	51	51
40 – 49	55	54	53
<40	60	57	55

When staff members request early payment of their pension, the amount of their retirement pension shall be affected by reduction coefficients. This reduced amount shall correspond to a proportion of the pension the staff members would have received had their pension been assessed on the applicable pensionable age, as determined in the table below:

Age when assessing the early payment of the pension	Staff Member's Applicable Pensionable Age			
	63	64	65	66
	Ratio between the amount of the early payment of the pension and the amount of the pension at the pensionable age			
51	57.74%	54.83%		
52	60.21%	57.18%		
53	62.81%	59.65%		
54	65.58%	62.28%		
55	68.51%	65.06%	61.71%	
56	71.61%	68.01%	64.51%	
57	74.92%	71.15%	67.49%	
58	78.44%	74.49%	70.66%	
59	82.19%	78.05%	74.04%	
60	86.20%	81.86%	77.65%	73.57%
61	90.48%	85.93%	81.51%	77.22%
62	95.07%	90.29%	85.64%	81.14%
63	100%	94.97%	90.08%	85.35%
64	100%	100%	94.86%	89.87%
65	100%	100%	100%	94.74%
66	100%	100%	100%	100%

Last update: January 2025

An actuarial study of the reduction coefficients used in this table, based in particular on the relevant data from the study provided for in Article 41 on the contribution rate of staff members, shall be carried out at the same intervals as this latter study.

5. Where the Organisation terminates the appointment of staff members, the reduction coefficient applicable to early payment of their pension shall be 3% a year between the age of 60 and the pensionable age applicable to them. However, this provision does not apply when the Organisation terminated the appointment as a result of disciplinary action or for unsatisfactory service.

Last update: July 2024

Instruction

8.1 Method of reducing pension - Early pension

i) Early retirement pension shall be calculated as follows:

- *if the pension that would be due with no reduction at the applicable pensionable age is lower than the minimum rate prescribed in Article 10, paragraph 3, it shall be brought up to that minimum rate and the reduction provided for in Article 8, paragraphs 4 and 5, shall then be applied to it;*
- *if the pension that would be due with no reduction at the applicable pensionable age is higher than the aforesaid minimum rate, the reduction shall be applied to it even if the result is lower than that minimum.*

ii) The reductions provided for in Article 8, paragraphs 4 and 5, shall be applied by reference to whole years, no account being taken of months.

iii) Family allowances shall be paid and calculated in accordance with the provisions of the Instructions of Articles 28 and 28bis.

iv) Staff members whose service has ceased before they have reached the pensionable age applicable to them may request an early pension under the conditions laid down in Article 8 and in this

Instruction. Such requests must be in writing and dated.

v) Subject to the provisions of Article 5, paragraph 2, payments shall begin, irrevocably, on the first of the month following the date on which the request was made.

Last update: July 2024

Article 9 - Commencement and cessation of entitlement

1. Entitlement to payment of a retirement pension shall commence on the first day of the month following that in which the person concerned became eligible for payment of the pension and requested it. Except in cases of force majeure, such request shall not have a retroactive effect.

2. Entitlement shall cease at the end of the month in which the pensioner dies.

Article 10 - Rate of pension

1. The amount of the retirement pension shall be, per reckonable year of service within the meaning of Article 6, 2% of the salary corresponding to the last grade held by the staff member for not less than one year before cessation of his appointment and the last step held in that grade.

2. The maximum rate of the pension shall be 70% of this salary, subject to the provisions of paragraph 3 below.

3. The amount of the retirement pension shall not be less than 4% of the salary for grade C1, step 1, per reckonable year of service credited pursuant to Article 6; it may not, however, exceed the staff member's last salary as defined in Article 3.

Instructions

10.3/1 Part-time service

The minimum rate of the retirement pension shall be calculated on reckonable years' service, to be taken into account where applicable in fractions corresponding to any part-time service in accordance with Article 6, paragraph 3 i); this minimum shall therefore be equal to 4% of the salary for grade C1, step 1, per reckonable year of service thus credited.

10.3/2 Termination of service at a lower grade

In cases where Article 5, paragraph 3 is applied, the minimum rate of the retirement pension shall be equal to 4% of the salary for grade C1, step 1, per reckonable year of service, without any reduction.

Section 2 - LEAVING ALLOWANCE

Article 11 - Leaving allowance

1. A staff member whose service ceases otherwise than by reason of death or invalidity and who is not entitled to a retirement pension nor to the benefit of the provisions of Article 12, paragraph 2, shall be entitled on leaving to payment of an amount equal to 2.25 times his rate of contribution as applied to his last annual salary, multiplied by the number of reckonable years of service credited within the meaning of Article 6, paragraph 1, i)*.

2. The reckonable years of service credited in accordance with Article 12, paragraph 1 shall not be taken into account for the calculation of the leaving allowance but shall give rise to the payment of an actuarial equivalent calculated in accordance with Article 12, paragraph 2, unless the amounts initially transferred are refunded to the pension scheme concerned.

3. A staff member who is re-appointed by the Organisation after having received a leaving allowance must pay it back if the period during which he was not employed by the Organisation, in whatever capacity, is less than 12 months.

Instructions

11.1/1 Last annual salary

"Last annual salary" shall be construed to mean the salary, as defined in Article 3, corresponding to the official's last grade and step, according to the scales in force at the time his service terminates, multiplied by twelve.

11.1/2 Rate of contribution

In the case the rate of contribution is reviewed over the periods of service for which contributions to the pension scheme were paid pursuant to Article 4, the coefficient of 2.25 mentioned in Article 11.1 is applied to the successive contribution rates, prorata temporis.

Last update: December 2009

11.1/3 Staff member whose service terminates at the end of a period of unpaid leave

When final termination of service occurs at the end of a period of unpaid leave during which no contributions were made to the NPS, the amounts stipulated in Article 11 shall, notwithstanding Instruction 11.1/1, be calculated on the basis of rights acquired and salary at the date of commencement of that period, without any subsequent adjustment or interest.

Last update: November 2006

11.1/4 Compulsory repayment of the leaving allowance

A staff member who has received a leaving allowance as provided in Article 11, paragraph 1, but whose service has not terminated according to Article 11, paragraph 3, shall repay the whole leaving allowance received upon his previous appointment, in accordance with the provisions laid down in instruction 5.1 sub-paragraphs iv) to vi). The time limit for application set out in instruction 5.1 i) shall not apply.

Last update: November 2007

* See Article 33, paragraph 7.

Section 3 - INWARD AND OUTWARD TRANSFER OF PENSION RIGHTS

Article 12 - Inward and outward transfer of pension rights

1. A staff member who enters the service of the Organisation after leaving the service of a government administration or national organisation, or international organisation not referred to in Article 1, paragraph 4, or a firm, may arrange for payment to the Organisation in accordance with the provisions laid down by Instruction, of any amounts corresponding to the retirement pension rights accrued under the pension scheme to which he was previously affiliated and under any international organisation pension scheme to which he had been affiliated in so far as those schemes allow such transfers.

In such cases, the Organisation shall determine, by reference to the provisions laid down by Instruction, the number of years of reckonable service with which he shall be credited under the present scheme.

2. A staff member who leaves the service of the Organisation to enter the service of a government administration or national organisation, or international organisation, not referred to in Article 1, paragraph 4, which has entered into an agreement (*) with the Organisation, shall be entitled to transfer to the pension fund of that administration or organisation:

   - either the actuarial equivalent of his retirement pension rights accrued under these Rules, such equivalent being calculated in accordance with the provisions laid down by Instruction;
   - or, in the absence of such rights, the amounts provided under Article 11.

Instructions

12.1 Inward transfer of previously accrued rights

i) Previous periods of affiliation to a pension scheme

a) Reckonable years of service shall be credited pursuant to Article 12, paragraph 1, subject to the conditions set out in this Instruction, in respect of a period of affiliation to the last pension scheme prior to appointment in the Organisation or to any pension scheme of an international organisation, in so far as those schemes allow such a transfer. Such affiliation may cover periods served in several administrations, organisations or firms, on condition that all these rights have been taken into account by the pension scheme of the last administration, organisation or firm before appointment in the Organisation.

b) An amount shall be taken into account under this Instruction only if it has been certified by the previous pension scheme as being the amount of the actuarial equivalent of retirement pension rights or a capital payment in respect of rights to a pension or rights under a provident scheme (excluding compensation for dismissal or a leaving gratuity), and it must represent the total amounts paid to the staff member by the previous pension scheme in question. The "total amounts paid" shall be taken to mean the amounts representing the total rights transferable to the Organisation. Staff members shall not be entitled to transfer only part of their accrued rights where that part is not equal to the transferable maximum.

ii) Amounts taken into account

For the purpose of calculating the reckonable years of service credited under Article 12, paragraph

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* (*) The list of Organisations/administrations who have signed an agreement for transferring pension rights with the OECD:
- The World Trade Organization (WTO) (entry into force 07.06.2002);
- The European Patent Office (EPO) (entry into force 17.06.2005);
- United Nations Joint Staff Pension Fund (UNJSPF) (entry into force 01.01.2007);
- The European Central Bank (ECB) (entry into force 01.01.2007);
- Greece (entry into force 11.12.2007);
- The European Union (entry into force 01.11.2008);
- The European Organisation for the Safety of Air Navigation (EUROCONTROL) (entry into force 01.09.2009);
- Belgium (entry into force 01.12.2009);
- Netherlands (entry into force 06.03.2012);
- European Investment Bank (entry into force 01.11.2015).

1, the amounts indicated in sub-paragraph i) b) above shall be taken into account, as calculated by the previous pension scheme - as a capital sum, and with interest where applicable - as at the date on which they are paid to the Organisation[42]; any conversion into the currency of the salary paid by the Organisation shall be made at the rate of exchange in force on that date.

iii) Calculation of reckonable years of service

The number of reckonable years of service to be credited under Article 12, paragraph 1, shall be calculated on the basis of the table annexed to this Instruction, by dividing the amounts taken into account under sub- paragraph ii) above by the coefficient corresponding to the age of the staff member as at the date of payments of the amounts, and then by dividing the resultant amount by the theoretical value of a reckonable year of service (2% of the annual basic salary), established on the basis of the salary corresponding to the staff member's grade and step as at the date of payment of the amounts.

iv) Maximum number of reckonable years of service

Taking such reckonable years of service into account shall not have the effect of bringing the total pension up to more than the maximum rates prescribed in Article 10.

v) Time limits for application and revocation

Failing any special provisions in a reciprocal transfer agreement entered into by the Organisation, application for the amounts referred to in sub-paragraph ii) above to be taken into account by the Organisation shall be made in writing:

a) either within 6 months from the date of notification of confirmation of appointment after the probationary period;

b) or within twelve months from the date on which the previous pension scheme allowed such transfers.

The application to transfer pension rights may be revoked by the staff member at any time before the payments provided for in sub-paragraph ii) above have been made in accordance with sub-paragraph vi) below.

The application to transfer pension rights shall be null and void if the payments provided for in sub-paragraph ii) above have not been made at the time of the staff member's termination of service.

vi) Time limit for payment

Payment of the amounts referred to in sub-paragraph ii) above shall be made:

- *within three months after the expiry of the time limit prescribed in sub- paragraph v) above, if the person concerned has actually received such amounts from his previous employer;*
- *on receipt of such amounts from the previous employer in other cases.*

Payment to the Organisation shall be made in the currency -or its equivalent value at the rate of exchange in force on the date of actual payment to the Organisation -in which the amounts referred to in sub-paragraph ii) above have been or will effectively be paid by the previous pension scheme.

Last update: November 2010

12.2 Transfer of pension rights to an outside scheme

i) Time limit for application

a) Application for transfer of pension rights under Article 12, paragraph 2 must be made by the staff member to the Organisation in which his service has terminated, within six months after his definitive appointment by the new administration or organisation referred to in Article 12, paragraph 2.

b) If the Organisation is unable to conclude with the new administration or organisation referred to in Article 12, paragraph 2, an agreement for such transfer on terms which it considers

[42] The accrued rights are invariably rights which are not yet due or the actuarial equivalent thereof.

satisfactory, it shall confine itself to making immediate payment of the amounts referred to in Article 11, paragraph 1, or to immediate or deferred payment of a retirement pension.

ii) Conditions as to transfer

The amounts referred to in Article 12, paragraph 2 may be transferred only to the pension fund of the administration or organisation referred to in Article 12, paragraph 2, that is to say, to the statutory or contractual pension scheme in force in that administration or organisation.

iii) Calculation of amounts to be transferred

The actuarial equivalent of the retirement pension rights referred to in Article 12, paragraph 2 shall be calculated on the basis of the table annexed to this Instruction, the annual pension acquired in the Organisation (2% of the annual basic salary per reckonable year of service), established on the basis of the salary scale in force at the date on which the staff member ceases his functions - being multiplied by the coefficient corresponding to the age of the staff member at that date.

Last update: October 2003

ANNEX TO INSTRUCTIONS 12.1 iii) AND 12.2 iii)

Annex I – Updated Article 12 actuarial coefficients for the NPS with NEP career progression

Age	NRA 63	NRA 64	NRA 65	NRA 66
20	22.9367	22.0684	21.2750	20.4888
21	22.4765	21.6259	20.8488	20.0788
22	22.0259	21.1928	20.4317	19.6774
23	21.5849	20.7689	20.0233	19.2845
24	21.1532	20.3539	19.6236	18.9000
25	20.8187	20.0400	19.3269	18.6233
26	19.8932	19.1091	18.3998	17.6848
27	19.7323	18.9812	18.2964	17.6155
28	19.1614	18.4228	17.7514	17.0803
29	18.7507	18.0313	17.3767	16.7236
30	18.5204	17.8277	17.1940	16.5680
31	17.8248	17.1365	16.5113	15.8857
32	17.5422	16.8772	16.2707	15.6683
33	17.0426	16.3899	15.7961	15.2038
34	16.7646	16.1339	15.5578	14.9873
35	16.2315	15.6100	15.0445	14.4805
36	15.9798	15.3699	14.8144	14.2614
37	15.9247	15.3259	14.7787	14.2371
38	15.6441	15.0459	14.5010	13.9582
39	15.5185	14.9280	14.3897	13.8542
40	15.3260	14.7404	14.2069	13.6752
41	15.2760	14.6940	14.1635	13.6352
42	15.3796	14.8012	14.2725	13.7487
43	15.3039	14.7205	14.1889	13.6595
44	15.3784	14.7973	14.2670	13.7406
45	15.3595	14.7761	14.2445	13.7158
46	15.4277	14.8436	14.3110	13.7821
47	15.4872	14.8991	14.3634	13.8308
48	15.5419	14.9495	14.4105	13.8741
49	15.6636	15.0707	14.5305	13.9945
50	15.7020	15.1040	14.5602	14.0194
51	15.7784	15.1728	14.6229	14.0747
52	15.9761	15.3651	14.8101	14.2578
53	16.1973	15.5824	15.0232	14.4685
54	16.4371	15.8197	15.2570	14.7016
55	16.4586	15.8245	15.2498	14.6774
56	16.7417	16.1037	15.5242	14.9500
57	16.9675	16.3175	15.7278	15.1430
58	17.1181	16.4500	15.8463	15.2440
59	17.3403	16.6590	16.0442	15.4301
60	17.6931	17.0096	16.3907	15.7777
61	18.0118	17.3217	16.6956	16.0788
62	18.2095	17.4982	16.8555	16.2185
63	18.5042	17.7525	17.0971	16.4475
64		18.0158	17.3178	16.6528
65			17.6510	16.9518
66				17.1991

Table established on the basis of the assumptions used to determine the cost of the scheme at 1st January 2025.

Last update: May 2026

Annex II – Updated Article 12 actuarial coefficients for the NPS without career progression (transitional measures)

Age	NRA 63	NRA 64	NRA 65	NRA 66
20	5.7596	5.4982	5.2594	5.0265
21	5.9287	5.6598	5.4142	5.1745
22	6.1030	5.8263	5.5736	5.3271
23	6.2826	5.9980	5.7380	5.4843
24	6.4677	6.1749	5.9074	5.6464
25	6.6885	6.3884	6.1138	5.8468
26	6.7094	6.3939	6.1082	5.8254
27	7.0208	6.7007	6.4089	6.1234
28	7.1795	6.8484	6.5474	6.2515
29	7.4029	7.0629	6.7535	6.4498
30	7.7098	7.3636	7.0470	6.7389
31	7.8096	7.4487	7.1207	6.7981
32	8.1042	7.7356	7.3995	7.0709
33	8.2930	7.9122	7.5657	7.2257
34	8.5997	8.2108	7.8556	7.5093
35	8.7678	8.3648	7.9981	7.6383
36	9.0339	8.6201	8.2432	7.8740
37	9.3530	8.9299	8.5434	8.1668
38	9.5371	9.0989	8.6999	8.3087
39	9.8258	9.3761	8.9661	8.5649
40	10.0762	9.6130	9.1910	8.7773
41	10.3729	9.8974	9.4640	9.0395
42	10.7214	10.2351	9.7909	9.3576
43	10.9465	10.4436	9.9856	9.5368
44	11.2917	10.7767	10.3069	9.8479
45	11.5745	11.0439	10.5604	10.0873
46	11.9100	11.3654	10.8689	10.3837
47	12.2199	11.6593	11.1487	10.6492
48	12.5340	11.9568	11.4315	10.9172
49	12.9132	12.3217	11.7829	11.2566
50	13.2311	12.6215	12.0669	11.5243
51	13.5492	12.9205	12.3495	11.7896
52	13.9368	13.2917	12.7056	12.1318
53	14.3546	13.6940	13.0931	12.5065
54	14.7992	14.1238	13.5084	12.9100
55	15.0521	14.3496	13.7125	13.0884
56	15.5190	14.8013	14.1490	13.5129
57	15.9008	15.1615	14.4904	13.8354
58	16.2177	15.4511	14.7575	14.0772
59	16.6093	15.8191	15.1050	14.4039
60	17.1353	16.3309	15.6018	14.8908
61	17.6180	16.7958	16.0494	15.3249
62	17.9688	17.1158	16.3439	15.5911
63	18.4221	17.5180	16.7236	15.9489
64		17.9359	17.0890	16.2892
65			17.5727	16.7280
66				17.1228

Table established on the basis of the assumptions used for the review of the staff contribution rate as from 1st January 2025, applicable to staff having previously benefited from an inward transfer of pension rights before 1st May 2026.

Last update: May 2026

CHAPTER III - INVALIDITY PENSION

Article 13 - Conditions of entitlement - Invalidity Board

1. Subject to the provisions of Article 2, an invalidity pension shall be payable to staff members who are under the age limit applicable to them, as laid down in the Staff Regulations and who, at any time during the period in which pension rights are accruing to them, are recognised by the Invalidity Board defined below to be suffering from permanent invalidity which totally prevents them from performing their functions or other functions corresponding to their experience and qualifications which may have been proposed to them by the Organisation.

2. The Invalidity Board shall consist of three medical practitioners, the first two being appointed by the Organisation and the staff member, respectively, and the third one selected jointly by the first two. Cases shall be submitted to it by the Organisation either on its own initiative or at the request of the staff member concerned.

Last update: January 2025

Instructions

13.1 Period of non-activity

i) The invalidity pension shall not be payable if it results from an illness or accident occurring during unpaid leave or a period of non-active status which did not give rise to contributions to the NPS (leave for personal reasons, military service).

ii) On the other hand, it shall be payable if the events mentioned above occur during a period of non-active status which follows a period of sick leave, and during which the staff member is in receipt of an allowance for temporary incapacity; in such event, he shall continue to pay contributions to the NPS in accordance with Instruction 4.1/1 ii). The same shall apply to any periods of unpaid leave provided for under Instruction 4.1/1 iii).

Last update: November 2006

13.2 Invalidity Board

Tasks of the Invalidity Board

i) Subject to the provisions of Article 2, the tasks of the Invalidity Board are:

a) to ascertain whether a staff member is suffering from invalidity within the meaning of Article 13, paragraph 1.

b) when an incident is recognised by the Organisation as falling within the scope of Article 14, paragraph 2 (work accident, occupational disease or public-spirited act), to decide to what extent the staff member's invalidity is the result thereof;

c) to decide whether, following an examination under Article 16, the former staff member no longer fulfils the conditions for entitlement to an invalidity pension.

Secretariat of the Invalidity Board

ii) The Organisation shall appoint a staff member as secretary of the Invalidity Board. Secretariat services may also be provided by the Organisation's medical adviser, who shall be given any administrative assistance he requires.

Convocation and composition of the Invalidity Board

iii) When the Invalidity Board is to be convened at the staff member's request, the request shall be addressed to the Head of Personnel ([43]) responsible for him: it must include his formal application*

[43] (*) For the OECD, the titles "Head of Personnel" and "Personnel Division" contained in this annex refer respectively to "Head of Human Resource

to be declared a permanent total invalid, and give the name of the medical practitioner who is to represent his interests on the Invalidity Board. The request may be accompanied by a medical file, under separate confidential cover, for the attention of the Organisation's medical adviser.

Upon receipt of this request the Head of Personnel shall forward it to the Organisation's medical adviser with a request to contact the medical practitioner nominated by the staff member. The staff member must ask his medical practitioner to forward to the Organisation's medical adviser all medical evidence in support of his application.

Within 30 calendar days following receipt of the staff member's request, the Head of Personnel shall inform the medical practitioner nominated by the staff member of the name of the medical practitioner who will represent the Organisation on the Invalidity Board.

iv) When the Invalidity Board is to be convened at the request of the Organisation, the Head of Personnel shall notify the staff member accordingly and ask him to make his observations, if any, and to nominate a medical practitioner to represent him on the Board, within 30 calendar days following receipt of the said notification.

This notification shall also state the name of the medical practitioner who will represent the Organisation on the Invalidity Board.

The Head of Personnel shall ask the staff member to forward all medical documents concerning him to the medical practitioner representing the Organisation.

v) If one of the parties has not nominated a medical practitioner to represent it on the Invalidity Board within the prescribed time - limit, the other party shall ask the Chairman of the Appeals Board / Administrative Tribunal of the Organisation to appoint such a medical practitioner as soon as possible. He may, for this purpose, consult a list drawn up by:

- *a national judicial body, or*
- *the Medical Council, or*
- *failing this, another national body of the staff member's duty station or home country.*

vi) The third medical practitioner shall be selected by the other two within 30 calendar days at the most following notification of their names to the parties; failing agreement on this nomination within the prescribed time, the Chairman of the Appeals Board/ Administrative Tribunal shall nominate, at the request of either party, this third medical practitioner in accordance with the procedure set out in the above sub-paragraph.

Last update: November 2007

Meeting of the Invalidity Board

vii) The Invalidity Board shall meet at the latest within 60 calendar days following the appointment of the third medical practitioner.

viii) The Invalidity Board shall have at its disposal:

a) an administrative file submitted by the Head of Personnel containing, in particular, an indication of the post occupied by the staff member in the Organisation together with a description of his duties and of any duties proposed to him by the Organisation corresponding to his experience and qualifications, so that the Board can give its opinion as to whether the staff member is incapable of carrying out those duties. This file shall also specify whether the application to be declared an invalid is likely to fall within the scope of Article 14, paragraph 2.

Before being forwarded to the Invalidity Board, the foregoing particulars shall be communicated to the staff member by the Head of Personnel for his written comments, if any, to be sent by him to the Personnel Division within 15 calendar days following their receipt.

b) a medical file containing the report presented by the medical representative of the party - the Organisation or the staff member - that has asked for the Board to be convened, and, if appropriate, the medical report presented by the other party, as well as any reports or

Management" and "Human Resource Management Service".

certificates from the staff member's medical practitioner or from practitioners whom the parties have consulted. This medical file shall also contain details of the length of absences of the staff member concerned which have provided grounds for the Board to be convened, as well as the nature of the disability on which the Board is asked to give a ruling.

All these reports, documents and certificates must be communicated to the three medical practitioners.

ix) The proceedings of the Invalidity Board shall be secret. The Board may ask to hear the staff member concerned. It may also ask him to undergo an additional medical examination by a medical practitioner appointed by the Board.

x) The cost of the meeting of the Invalidity Board shall be met by the Organisation.

The Organisation shall bear the fees and the travel expenses - the latter calculated according to the rules applicable to staff members - of the medical practitioner representing the staff member only when this practitioner lives in the country of the staff member's last duty station, his home country if he is living there at the time of the establishment of the lasting nature of his disability, or in the country of residence of the former staff member concerned.

xi) The findings of the Invalidity Board shall be determined by a majority vote. They shall be final except in the case of obvious factual errors and without prejudice to the competence of the Appeals Board / Administrative Tribunal.

Findings under Article 13, paragraph 1 or Article 14, paragraph 2

xii) The findings of the Invalidity Board shall state:

- *whether or not the staff member suffers from permanent invalidity which totally prevents him from performing his duties or any duties proposed to him by the Organisation corresponding to his experience and qualifications.*
- *whether the invalidity results from an incident recognised by the Organisation as falling within the scope of Article 14, paragraph 2 (work accident, occupational disease or public-spirited act);*
- *the date on which the disability became lasting; this date may be prior to the date of the meeting of the Invalidity Board.*

Findings under Article 16

xiii) Where the Board meets under Article 16, the findings of the Board shall state:

- *whether the former staff member is incapable of performing the duties attaching to his former post or any duties proposed to him by the Organisation corresponding to his experience and qualifications; or,*
- *whether it has been found that the former staff member is no longer an invalid.*

13.3 Decision of the Secretary/Director-General

Decision under Article 13, paragraph 1, or Article 14, paragraph 2

i) In accordance with the findings of the Invalidity Board and without prejudice to the competence of the Appeals Board / Administrative Tribunal, the Secretary/Director- General of the Organisation shall decide either:

a) to grant to the staff member concerned an invalidity pension under Article 13, paragraph 1, or Article 14, paragraph 2; this decision shall specify the date on which the pension takes effect; or,

b) not to recognise the staff member as an invalid within the meaning of the Rules.

Last update: November 2007

Decision under Article 16

ii) In accordance with the findings of the Invalidity Board and without prejudice to the competence of the Appeals Board / Administrative Tribunal, the Secretary/Director- General of the Organisation shall decide either:

a) to continue payment of the invalidity pension to the former staff member; or

b) no longer to recognise the staff member as an invalid within the meaning of the Rules and to terminate such payment, at a date which may not be prior to the meeting of the Board, in accordance with the conditions provided for in Instruction 16/3.

Last update: November 2007

Obvious factual error

iii) In the event of an obvious factual error, the Secretary/ Director-General shall again refer the case to the Invalidity Board.

Notification of the decision of the Secretary/Director-General

iv) Within 30 calendar days of receipt of the findings of the Invalidity Board, the Secretary/Director-General shall notify his decision in writing, together with the findings of the Invalidity Board, to the staff member or former staff member.

Article 14 - Rate of pension

1. Subject to the provisions of Article 5, paragraph 3, the invalidity pension shall be equal to the retirement pension to which the staff members would have been entitled at the age limit applicable to them, as laid down in the Staff Regulations if they had continued to serve until that age, the requirement for a minimum of ten years of service under Article 7 not being applicable.
2. However, where the invalidity arises from an accident in the course of the performance of his duties, from an occupational disease, from a public-spirited act or from risking his life to save another human being, the invalidity pension shall be 70 per cent of salary. In the event of invalidity resulting from a cause other than these, the invalidity pension provided for in this paragraph may not be less than the invalidity pension which would be payable under paragraph 1 of this Article.
3. The salary used as a basis for the calculation of the invalidity pension referred to in paragraphs 1 and 2 above shall be the salary for the grade and step held by the staff member in accordance with the scales in force at the date laid down in Article 17, paragraph 1.
4. The invalidity pension shall not be less than 120 per cent of the salary for grade C1, step 1, but may not be more than the last salary, such salaries being those which appear in the scales in force at the date laid down in Article 17, paragraph 1, subject to any adjustments provided for under Article 36.
5. In the case of invalidity deliberately brought about by the staff member, the Organisation shall decide whether he should receive an invalidity pension or only a retirement pension or a leaving allowance, depending on his length of effective service.

Last update: January 2025

Instructions

14.1 Part-time Service

Where a staff member working part time is found to be suffering from invalidity and the provisions of Article 6, paragraph 3 ii) are not applied, the period subsequent to the date on which he is recognised as unfit for service shall, for the purposes of calculating the invalidity pension provided for under Article 14, paragraph 1, be counted as a period of part-time work in the cases referred to in paragraph 2 of Article 6bis.

14.2 Work accident and occupational disease

For the purposes of Article 14, paragraph 2, reference shall be made to the Rules applicable in the Organisation for the definition of the risks of work accident and occupational disease.

Article 15 - Concurrent earnings

1. Where persons in receipt of an invalidity pension are nevertheless gainfully employed, this pension shall be reduced by the amount by which their pension together with the remuneration they receive for the said employment exceeds the salary for the highest step in the grade they held at the time of their being

recognised an invalid.

2. This reduction shall apply only up to the age limit applicable to them, as laid down in the Staff Regulations.

Last update: January 2025

Instruction

15.1 Double entitlement to an invalidity pension and other income

a) By gainful employment under Article 15 is meant any employment or other remunerated activity[44] outside the Co-ordinated Organisations, as well as employment pursued therein, including as temporary staff member, auxiliary or local personnel, and also as an expert or intellectual service provider in receipt of fees.

b) Persons in receipt of an invalidity pension shall immediately notify the organisation which pays the pension of any gainful, non-occasional employment or remunerated activity; in addition, they shall inform that organisation of the total amount of remuneration they received during the preceding calendar year, the reduction referred to in Article 15 thus being calculated on a monthly basis.

Express mention of this obligation shall be made in the decision notifying the award of an invalidity pension.

Last update: January 2025

Article 16 - Medical examination - termination of pension

1. While persons receiving an invalidity pension are still under the age limit applicable to them, as laid down in the Staff Regulations, the Organisation may have them medically examined periodically to ascertain that they still satisfy the conditions for entitlement to such pension, in particular having regard to any new functions corresponding to their experience and qualifications which may have been proposed to them by the Organisation.

2. When a person receiving an invalidity pension who has not reached the said age limit ceases to satisfy the conditions for entitlement to the invalidity pension, the Organisation shall terminate that pension.

3. The time during which the person concerned has received his invalidity pension shall then be reckoned, without payment of back contributions, for the calculation of the leaving allowance or retirement pension, as the case may be.

Last update: January 2025

Instructions

16/1 Suspension of Invalidity Pension

If the recipient of an invalidity pension fails to submit to medical examination as prescribed by the Organisation, payment of the invalidity pension may be suspended.

16/2 Medical Examination and new Invalidity Board

The periodical medical examinations required under Article 16 shall normally take place at the place of residence of the person concerned, unless the Organisation requires otherwise or it is impracticable to have the person concerned examined at his place of residence.

Such examinations shall be carried out by a medical practitioner chosen by the Organisation; the latter shall bear the cost thereof, including travelling expenses of the person concerned if exceeding 50 km from his home Should the medical practitioner chosen by the Organisation report that the staff member no longer satisfies the conditions of entitlement to an invalidity pension, notably having regard to any new duties proposed to him by the Organisation corresponding to his experience and qualifications, an Invalidity Board shall be convened in

[44] Including self-employed professional activity.

accordance with the provisions of Article 13 and its implementing Instructions.

16/3 Cessation of Entitlement to an Invalidity Pension

Where the Invalidity Board, in application of Article 16, paragraph 2, declares that the persons concerned who are still under the age limit applicable to them have ceased to satisfy the conditions of entitlement to an invalidity pension, the payment of that pension shall be terminated; if the persons concerned do not resume work in the Organisation, they shall receive either a leaving allowance based on their years of service and years of invalidity where the total is less than 10 years, or a deferred or early retirement pension.

Last update: January 2025

16/4 Re-entitlement to an Invalidity Pension

Where the persons concerned are entitled to a deferred or early pension and subsequently suffer a relapse, while still under the age limit applicable to them, as laid down in the Staff Regulations, resulting from the same condition as that which had entitled them to the previous invalidity pension, the Invalidity Board, convened at the request of the persons concerned in accordance with instruction 13/2, shall declare that they once again effectively fulfil the conditions required under Article 13, paragraph 1, insofar as they are not receiving for that same condition an invalidity benefit or pension borne by another scheme.

Last update: January 2025

Article 17 - Commencement and cessation of entitlement

1. Entitlement to an invalidity pension shall commence on the first day of the month following the date of the beginning of the invalidity as recognised by the Invalidity Board.
2. Subject to application of Article 16, paragraph 2:
   i) the invalidity pension payable under Article 14, paragraph 2 shall be paid for life;
   ii) in other cases, entitlement to an invalidity pension shall terminate:
      - either at the age limit applicable to them, as laid down in the Staff Regulations
      - or at the end of the month in which the recipient of such a pension dies.

Where the invalidity pension terminates because the persons concerned have reached the age limit applicable to them, as laid down in the Staff Regulations, they shall, notwithstanding the ten-year minimum requirement provided for in Article 7, be entitled to a retirement pension calculated as follows:

- reckonable years of service shall be calculated as if the staff members had remained in service until the age limit applicable to them, as laid down in the Staff Regulations;
- the reference salary shall be that of the staff members' grade and step at the time of their being recognised invalids, updated in accordance with Article 36.

Last update: January 2025

CHAPTER IV - SURVIVOR'S AND REVERSION PENSIONS

Article 18 - Conditions of entitlement

1. The surviving spouse* of a staff member who died in service shall be entitled to a survivor's pension, provided they had been married to each other for at least one year at the time of the staff member's death, unless the death resulted either from disablement or illness contracted in the performance of his duties, or from an accident.

2. A reversion pension shall be payable to the surviving spouse:

   i) of a former staff member drawing an invalidity pension, if they were married to each other for at least one year at the time of his being recognised an invalid; this condition of anteriority shall not apply if the marriage had existed for at least five years at the time of his death, or if the death resulted either from disablement or illness contracted in the performance of his duties, or from an accident;

   ii) of a former staff member drawing a retirement pension, if they had been married to each other for at least one year at the time when the former staff member's appointment ceased; this condition of anteriority shall not apply if the marriage had existed for at least five years at the time of the former staff member's death; or

   iii) of a former staff member entitled to a deferred pension, if they had been married to each other for at least one year at the time when the former staff member's appointment ceased; this condition of anteriority shall not apply if the marriage had existed for at least five years at the time of his death.

3. The above-prescribed conditions of anteriority or minimum duration of marriage shall not apply where there are one or more children of the marriage or of a marriage of the staff member contracted prior to the cessation of his appointment, inasmuch as the non-remarried surviving spouse is providing for their needs; in such case, the survivor's or reversion pension shall be payable under the derogation provided for in the present paragraph, for so long as the children are actually being so provided for.

   When they are no longer being so provided for, the survivor's or reversion pension shall nonetheless continue to be payable for so long as the surviving spouse does not have an income of his own from the exercise of any occupation, or from any retirement pension or other survivor's or reversion pension, equal to at least the amount of the survivor's or reversion pension from the Organisation.

4. Entitlement to a survivor's or reversion pension shall be subject to the provisions of Article 2.

Last update: December 2012.

Instruction

18.1 Staff Member dying during Leave granted for Personal Reasons

i) When a staff member who has completed at least 10 years' service within the meaning of Article 4 dies during a period of leave in respect of which no contributions were made to the NPS, the surviving spouse shall be entitled to:

- *the survivor's pension under Article 19, paragraph 1, the minimum and maximum amounts of such pension being in accordance with paragraphs 3 and 4 of the same Article;*
- *and, where appropriate, the benefits specified in Articles 28 and 28bis.*

In addition, any orphans and/or dependants shall be entitled to the benefits specified in Articles 24 and 25.

ii) Where the deceased staff member had not completed ten years of service conferring entitlement, as defined in Article 4, the amounts provided for in Article 11 shall be paid to his estate; such amounts shall be calculated on the basis of rights acquired and salary at the date of termination of

* Wherever it occurs in these Rules, the expression "surviving spouse" applies indifferently to the wife or husband of the deceased staff member.

the period in respect of which contributions to the NPS were payable, without any subsequent adjustment or interest.

Last update: February 2019

Article 19 - Rate of pension

1. The survivor's pension shall be 60% of the retirement pension that would have been payable to the staff member, had he not died in service, on the basis of his reckonable years of service credited up to the time of his death, the requirement for a minimum of ten years of service under the provisions of Article 7 not being applicable.

2. Where a staff member has died as the result of an accident in the course of the performance of his duties, from an occupational disease, from a public-spirited act or from risking his life to save another human being, the survivor's pension shall be 60 per cent of the invalidity pension to which the staff member would have been entitled, had he survived, under Article 14, paragraph 2.

3. The survivor's pension shall not be less than 35 per cent of the staff member's last salary; nor shall it be less than 100% of the salary for Grade C1, step 1.

4. When the former staff member was receiving a pension at the time of his death, the amount of the reversion pension shall correspond to the highest of the following amounts:

   - 60% of the retirement or invalidity pension to which the former staff member was entitled at the time of the assessment of his pension, no account being taken of any reductions resulting from the application of Article 8, paragraph 4 or Article 15;
   - 35% of the former staff member's last salary at the time of the assessment of his pension; or
   - 100% of the salary for grade C1, step 1, under the scale in force at the time of the assessment of his pension.

   These amounts shall be updated in accordance with the provisions of Article 36.

5. When former staff members were not receiving a pension at the time of their death, the amount of the reversion pension shall correspond to the highest of the following amounts:

   - 60% of the retirement pension to which the former staff members would have been entitled had they reached the pensionable age at the time of their death;
   - 35% of the former staff members' last salary corresponding to their last grade and step, under the scale in force at the time of their death; or
   - 100% of the salary for grade C1, step 1, under the scale in force at the time of the former staff members' death.

6. The amount of the reversion pension shall not exceed:

   i) that of the retirement pension former staff members were receiving,

   ii) that of the retirement pension former staff members would have received if they had reached the pensionable age applicable to them, if they were entitled to a deferred pension,

   iii) that of the pension former staff members would have been entitled to had they reached the age limit applicable to them if they were entitled to an invalidity pension.

Last update: January 2025

Article 20 - Reduction for difference in age

1. Where the difference in age between the deceased staff member or former staff member and his younger surviving spouse and/or former spouse, minus the length of time they have been married, is more than ten years, the survivor's or reversion pension, calculated in accordance with the preceding provisions, shall be subject to a reduction, per year of difference, amounting to:

   - 1% for the years between ten and twenty;
   - 2% for the years twenty up to but not including twenty-five;

- 3% for the years twenty-five up to but not including thirty;
- 4% for the years thirty up to but not including thirty-five;
- 5% for the years from thirty-five upwards.

Instruction

20.1 Calculation of the reduction for difference in age

The result in years of the difference in age between the deceased staff member or former staff member and his younger surviving spouse and/or former spouse, less the length of time they have been married, shall be rounded down to the nearest whole number.

The initial 1% reduction shall apply for a period of 9 years following 10 complete years, i.e. from the eleventh to the nineteenth year inclusive, as illustrated in the example below:

Difference in age: 29 years and 6 months;

Length of marriage: 8 years and 7 months;

Duration taken into account for the calculation of the reduction: 20 years and 11 months, rounded down to 20 years.

Calculation of the reduction:

1% for the years between 10 and 20 = 9 x 1% = 9%;

2% for the years 20 up to but not including 25 = 1 x 2% = 2%;

Reduction = 9% + 2% = 11%.

Last update: September 2020

Article 21 – Remarriage

1. Entitlement to a survivor's or reversion pension shall cease on remarriage. The surviving spouse or ex-spouse shall be entitled to immediate payment of a capital sum equal to twice the annual amount of the pension, if there are no dependent children to whom the provisions of Article 25, paragraph 4 apply.
2. The capital sum paid to the ex-spouse shall not be more than the amount to which he could still be entitled under Article 22, paragraph 1.

Last update: December 2012

Instruction

21.1 Payment of the capital sum

The capital sum provided for under Article 21, paragraph 1 shall be calculated with reference to the amount of the pension at the date of remarriage, and paid to the recipient.

Article 22 - Rights of a former spouse

1. The non-remarried former spouse of a staff member or former staff member shall, on the latter's death, be entitled to a survivor's or reversion pension, provided that and for as long as the staff member or former staff member was, at the time of his death and by virtue of a court decision which had become final and binding, under an obligation to pay maintenance or compensation to the former spouse in a personal capacity; but the survivor's or reversion pension shall not exceed the amount of such payment.

   This entitlement shall not arise if the former spouse remarried before the staff member or former staff member died. If remarriage takes place after the staff member's or former staff member's death and while the conditions laid down in the sub-paragraph above are still fulfilled, the provisions of Article 21 shall apply.
2. Where a staff member or former staff member dies leaving both a spouse entitled to a survivor's or reversion pension and a non-remarried former spouse fulfilling the conditions laid down in paragraph 1

above, the whole of the survivor's or reversion pension shall be divided between the before-mentioned persons in proportion to the duration of their marriages.

The amount to which a non-remarried former spouse is entitled shall however not be more than the amount of the maintenance or compensation payable at the time of the death of the staff member or former staff member.

3. Where one of the persons entitled to a survivor's or reversion pension renounces his share, ceases to satisfy the conditions for entitlement or forfeits his rights under Article 35, or where the amount of his pension has been restricted under the terms of the second sub-paragraph of paragraph 2 above, his share shall accrue to the share of the other person, except where pension rights revert to orphans, as provided under Article 24, paragraph 3, last sub-paragraph. In such a case, the restriction laid down in the second sub- paragraph 2 above shall apply.

4. Reductions in respect of difference in age as provided for in Article 20 shall be applied separately to survivors' and reversion pensions calculated in accordance with the present Article.

Last update: December 2012

Instructions

22.1 Rights of a non-remarried former spouse

i) The maintenance or compensation payments referred to in Article 22, paragraph 1 shall, where appropriate, be converted into the currency of the scale applicable to the country of the staff member's or former staff member's last posting or, in cases to which Article 33, paragraph 2 applies, of the scale for which an option has been exercised by the former staff member prior to his decease, by applying the rate of exchange used in the relevant Organisation at the date of decease of the latter;

ii) the maintenance or compensation payments referred to in the preceding sub-paragraph shall be subject to the same adjustments as those actually applied to the basic salary corresponding to the grade and step used to calculate the survivor's or reversion pension provided for under Article 19.

iii) Failing a final and binding court decision, the non-remarried former spouse shall be entitled to a survivor's or reversion pension by virtue of an officially registered settlement in force between the former spouses.

Last update: September 2020

Article 23 - Commencement and cessation of entitlement

1. Entitlement to a survivor's or reversion pension shall commence from the first day of the month following that in which the staff member or former staff member died. If the salary of a staff member who died in service continues to be paid to a surviving spouse or former spouse, directly and in full, under the Staff Regulations and Rules of the Organisation, payment of the pension of the person concerned shall be deferred accordingly.

2. Entitlement to a survivor's or reversion pension shall cease at the end of the month in which the recipient of the pension dies or ceases to satisfy the conditions for entitlement to that pension.

CHAPTER V - ORPHAN'S OR DEPENDANT'S PENSION

Article 24 - Rate of orphan's pension

1. Where a staff member or former staff member receiving a retirement or invalidity pension or entitled to a deferred pension dies, his children shall be entitled to an orphan's pension if they fulfil the conditions laid down in paragraph 2.

2. The legitimate, natural or adopted children of a staff member or former staff member who has died shall be entitled to an orphan's pension:

   i) when the deceased or his household provided their main and continuing support at the time of death; and

   ii) when they satisfy the conditions of age, education or handicap required for the granting of the child's allowance or the supplement for dependent child, under the rules applicable to the staff member or former staff member who has died.

   The legitimate or natural children of a deceased staff member or former staff member who were born not more than 300 days after his death shall also be entitled to an orphan's pension.

3. Where there are one or more persons entitled to a survivor's or reversion pension, the amount of the orphan's pension shall correspond to the higher of the following amounts:

   i) 40% of the survivor's or reversion pension, no account being taken of reductions pursuant to Article 20; or

   ii) 50% of the salary for grade C1, step 1, according to the scale in force when the former staff member's pension was assessed, this amount being updated in accordance with the provisions of Article 36, or, if he was not receiving a retirement or invalidity pension, according to the scale in force at the time of death.

   The orphan's pension shall be increased, in respect of the second and every further beneficiary, by an amount equal to the allowance for a dependent child or to the supplement for dependent child, under the rules applicable to the staff member or former staff member who has died.

   The orphan's pension shall be brought up to the level provided for in paragraph 4 in the event of the beneficiaries of a survivor's or reversion pension remarrying or losing their right to that pension.

4. Where there are no beneficiaries of a survivor's or reversion pension, the orphan's pension shall correspond to the higher of the following amounts:

   i) 80% of the survivor's or reversion pension, no account being taken of reductions pursuant to Article 20; or

   ii) 100% of the salary for grade C1, step 1, according to the scale in force when the former staff member's pension was assessed, this amount being updated in accordance with the provisions of Article 36, or, if he was not receiving a retirement or invalidity pension, according to the scale in force at the time of death.

   The orphan's pension shall be increased, in respect of the second and every further beneficiary, by an amount equal to twice the allowance for a dependent child or the supplement for dependent child, under the rules applicable to the staff member or former staff member who has died.

5. The total amount of the orphan's pension shall be divided equally among all the orphans.

Instructions

24.3 Rate of pension for orphans dependent on a non-remarried former spouse

Subject, where appropriate, to the provisions of Instructions 27.1/1 and 27.2/1, the provisions of Article 24, paragraph 3 shall apply where a staff member or former staff member dies leaving a non-remarried former

spouse entitled to a survivor's or reversion pension under Article 22. In such a case, the orphan's pension shall be fixed without having regard to the reductions provided for in Articles 20 and 22.

24.4 Rate of pension for orphans belonging to another family group

Subject to the provisions of Instructions 27/1.1 and 27.2/1, the provisions of Article 24, paragraph 4 shall also apply where a staff member or former staff member dies leaving a surviving spouse or former spouse on one side and orphans belonging to another family group on the other side.

Last update: February 2019

Article 25 - Rate of pension for other dependants

1. Where a staff member or former staff member receiving a retirement or invalidity pension or entitled to a deferred pension dies, the persons (including children not fulfilling the conditions laid down in Article 24) recognised as satisfying the conditions for the granting of the child's or dependant's allowance, or supplement for dependent child or disabled and dependent parent, under the Staff Regulations and Rules of the Organisation shall be entitled to a dependant's pension.
2. The pension paid to each dependant shall be equal to the lowest of the following amounts:
   i) the amount, as recognised by the Organisation, of the support provided to that person by the staff member or former staff member at the time of his death;
   ii) twice the amount of the dependant's allowance or the supplement for disabled and dependent parent, under the rules applicable to the staff member or former staff member who has died, in force in the Organisation when the former staff member's pension was assessed, this amount being updated in accordance with the provisions of Article 36, or, if he was not receiving a retirement or invalidity pension, according to the scale in force at the time of death; or
   iii) where an orphan's pension is paid, the amount of each orphan's share pursuant to Article 24, paragraph 5.

Instruction

25.2 Pension adjustment

The amount of the dependant's pension referred to in this Article shall be subject to the same adjustments as those effectively applied to calculate the orphan's pension provided for under Article 24.

Article 26 - Commencement and cessation of entitlement

1. The pensions provided for under Articles 24 and 25 shall be payable as from the first day of the month following that in which the staff member or former staff member died. If the salary of a staff member who died in service continues to be paid to a surviving spouse or former spouse, directly and in full, under the Staff Regulations and Rules of the Organisation, payment of the pensions shall be deferred accordingly.
2. The pensions under Articles 24 and 25 shall cease to be payable at the end of the month in which the child or other dependent ceases to satisfy the conditions for entitlement to the allowance for a dependent child or dependent person, or to the supplement for dependent child or disabled and dependent parent, under the Staff Rules and Regulations of the Organisation.

Last update: February 2019

Article 27 - Beneficiaries of more than one category

1. Where a staff member or former staff member leaves a spouse or former spouse, on the one hand, and children or dependent persons, on the other, with entitlement to a pension, the total pension, calculated as if for a surviving spouse having all these persons dependent on him, shall be apportioned among the various categories of persons concerned in proportion to the pensions which would have been payable to each category if treated separately.
2. Where there are children or dependent persons from different family groups, with entitlement to a pension, the total pension, calculated as though all were from the same family group, shall be apportioned among

the various categories of beneficiaries in proportion to the pensions which would have been payable to each category if treated separately.

Instructions

27.0 Beneficiaries of more than one category - General provisions

In cases of coexistent pension entitlements of a spouse, former spouse(s), children and/or dependants, the "total pension" referred to in Article 27, paragraphs 1 and 2 is defined in Instructions 27.1/1 i) and 27.2/1 i) respectively. It shall be apportioned as follows:

i) If the beneficiaries are:

- *the spouse, and*
- *former spouse(s)*

with no dependent children and/or dependants, the pension shall be apportioned in accordance with the provisions of Article 22.

ii) If the beneficiaries are:

- *the spouse or former spouse(s), on the one hand, and*
- *children and/or dependants, on the other,*

belonging to different family groups, the pension shall be apportioned in accordance with the provisions of Instruction 27.1/1.

iii) If the beneficiaries are:

- *the spouse or former spouse(s) with children and/or dependants, on the one hand, and*
- *orphans and/or dependent persons, on the other*

belonging to different family groups, the pension shall be apportioned in accordance with the provisions of Instruction 27.1/2.

iv) If the beneficiaries are:

- *the spouse, and*
- *former spouse(s)*

one of whom at least has children and/or dependants, the pension shall be apportioned in accordance with the provisions of Article 22 for survivors' and reversion pensions, and of Instruction 27.2/1 for orphans' and/or dependants' pensions.

v) If the beneficiaries are:

- *persons entitled to orphans' and/or dependants' pensions belonging to different family groups, the pension shall be apportioned in accordance with the provisions of Instruction 27.2/1.*

Where, when Instructions 27.1/1, 27.1/2, 27.2/1 are applicable, one of the family groups is affected by a change in situation, the individual entitlement within the other family group shall remain calculated in accordance with the initial apportionment of benefits.

Last update: December 2012

27.1/1 Coexistence of beneficiaries, without children or dependants, entitled to a survivor's or reversion pension on the one hand, and of orphans and/or dependants on the other, belonging to different family groups

i) In this case, the total pension referred to in Article 27, paragraph 1 shall be calculated as if all beneficiaries of the deceased staff member or former staff member formed part of a single family group. This total pension shall comprise:

- *a survivor's or reversion pension as would be payable to a surviving spouse of the deceased staff member or former staff member in accordance with Article 19 only;*
- *orphans' pensions calculated as if all orphans of the deceased staff member or former staff*

member belonged to the family group entitled to the survivor's or reversion pension mentioned above;

- *dependants' pensions calculated theoretically as orphans' pensions before application of the provisions of Article 25, paragraph 2.*

In accordance with Article 24, paragraph 3 ii), only one minimum orphan's pension (50% of C1/1) shall be taken into account in this calculation.

ii) The total pension shall be apportioned among:

- *the surviving spouse or non-remarried former spouse(s) and*
- *orphans and/or dependants,*

in proportion to the amounts which would have been payable directly to each of these family groups considered separately, after application of Articles 20 and 22 for the survivor's or reversion pension, Article 24 for orphans' pensions, and Article 25 for dependants' pensions.

iii) If the amounts so apportioned exceed the pensions to which the beneficiaries would have been entitled if they had been considered separately, including, for dependants' pensions, after application of Article 25, any such excess amounts shall not be payable.

iv) The minimum amounts laid down for survivors' and reversion pensions and for orphans' and/or dependants' pensions shall no longer apply to the shares actually attributed.

27.1/2 Coexistence of beneficiaries entitled to a survivor's or reversion pension with children and/or dependants on the one hand, and of orphans and/or dependants belonging to another family group on the other.

i) In this case, the total pension, calculated in accordance with Instruction 27.1/1 i), shall be apportioned among:

- *the surviving spouse or former spouse(s) and the children and/or dependants thereof and*
- *the children and/or dependants belonging to another family group,*

in proportion to the amounts which would have been payable directly to each of these family groups considered separately, after application of Articles 20 and 22 for the survivor's or reversion pension, Article 24 for orphans' pensions, and Article 25 for dependants' pensions.

ii) Within the group consisting of a surviving spouse or former spouse(s) and orphans and/or dependants, the share going to that group shall be apportioned, for the purpose of calculating the individual entitlement of each member as mentioned above, in proportion to the survivor's or reversion pension on the one hand, and the orphans' and/or dependants' pensions on the other.

iii) If the amounts so apportioned exceed the pensions to which the beneficiaries would have been entitled if they had been considered separately, including after application of Article 25, any such excess amounts shall not be payable.

iv) The minimum amounts laid down for survivors' and reversion pensions and for orphans' and/or dependants' pensions shall no longer apply to the shares actually attributed.

27.2/1 Coexistence of beneficiaries entitled to orphans' and/or dependants' pensions belonging to different family groups

i) In this case, the total pension referred to in Article 27, paragraph 2 shall be calculated as if all the persons entitled to an orphan's pension and/or dependant's pension formed part of a single family group. Before apportionment, dependants shall be treated in theory as orphans. This total pension shall comprise:

- *a single orphan's pension calculated, as the case may be, in accordance with the provisions of Article 24, paragraph 3 i) if there are one or more persons entitled to a survivor's or reversion pension, or of Article 24, paragraph 4 i) where there are no such persons;*
- *orphans' pensions equal to the dependent child allowance or to the supplement for dependent child, under the rules applicable to the staff member or former staff member who has died, where there are one or more persons entitled to a survivor's or reversion pension, or*

to double that allowance or supplement where there are no such persons.

ii) This total pension shall be apportioned among the different family groups in proportion to the pensions which would have been payable directly to each of these family groups considered separately.

iii) Within each family group, the share going to that group shall be divided equally among the beneficiaries before application of Article 25, where applicable.

iv) The minimum amounts laid down shall no longer apply to the shares actually attributed.

CHAPTER VI - FAMILY ALLOWANCES

Article 28 – Provisions applicable to staff members appointed before 1 January 2017

1. The following persons, who have taken up duties as officials before 1 January 20171, shall be entitled to the household allowance, children's or dependents' allowance, handicapped child allowance and education allowance which are paid to officials of the Organisation appointed before 1 January 2017 as family allowances under the same modalities, eligibility criteria and adjustment methods:

   i) the recipient of a retirement pension as from the age of 60;

   ii) the recipient of an invalidity pension;

   iii) the recipient of a survivor's or reversion pension, in respect of the sole beneficiaries who were or would have been recognised as depending on the staff member or the former staff member if he had not died.

2. The double entitlement regulations apply to any allowance of a same nature, regardless of its name.

3.

   a) The household allowance shall be calculated by reference to the pension of the recipient.

   b) Where the recipient of a survivor's or reversion pension is a staff member of one of the Organisations listed in Article 1 or is in receipt of a pension assessed by any of these organisations, only one household allowance shall be granted.

   c) Where the spouse of a person entitled to a pension referred to in paragraph 1 is a staff member of one of the Organisations listed in Article 1 or is in receipt of a pension assessed by any of these organisations, the household allowance shall only be paid to one of the spouses.

   d) Where the spouse of the recipient of a pension referred to in paragraph 1 is entitled, under another scheme, to an allowance of a same nature than the household allowance, only the difference between the amount of the allowance under the present scheme and that of the allowance received by the spouse under the other scheme shall be paid to the recipient of the pension.

4. Where the recipient of a pension referred to in paragraph 1, or his household or the beneficiary concerned, is entitled to allowances referred to in paragraph 1 and also, under another scheme and for the same person, to a children's or dependants' allowance, or a handicapped child allowance of a same nature than those referred to in paragraph 1, the Organisation shall only pay the difference between the amount of the allowances granted under the present scheme and that of the allowances received under the other scheme.

5. The deduction of family allowances received under another scheme, referred to in Article 28, paragraphs 3 and 4, shall be automatic, save where the recipient produces evidence that the above-mentioned scheme makes a deduction of the amounts received under the present scheme.

6. The amount of the allowance for a child or other dependant payable to the recipient of a survivor's or reversion pension shall be twice the normal amount.

7. Entitlement to the allowances provided for in this Article shall cease at the end of the month in which the conditions for entitlement to those allowances under the Staff Rules and Regulations of the Organisation are no longer satisfied.

Last update: February 2019

Instructions

28.1 Entitlement

Entitlement to family allowances when pension benefits are being paid shall be subject to the conditions relating to the attribution of such allowances, in accordance with the Staff Regulations and Rules of the Organisation applicable to officials appointed before 1 January 2017.

28.1/1 Early pension

Family allowances shall not be paid before the age of 60 to the recipient of an early pension; in such a case, at the age of 60, the household allowance shall be calculated on the basis of the reduced pension, subject to the minimum prescribed by the relevant Staff Regulations and Rules; the other family allowances of fixed amount shall be granted without any reduction.

28.1/2 Monthly payment

Family allowances shall be paid per whole month starting from the 1st of the month following that in which the entitlement has arisen and until the end of the month during which the entitlement ceases.

28.1/3 Education allowance

i) Entitlement to the education allowance shall be maintained for children dependent on a former staff member provided that the recipient of a retirement or invalidity pension -- or the recipient of a survivor's or a reversion pension -- has never ceased residing in the country of the last posting since termination of service and in as much as he continues to reside in that country.

ii) In the event of the death of a staff member or of the recipient of a retirement or invalidity pension, without any survivor's or reversion pension being awarded, or in the event of the death of the recipient of a survivor's or reversion pension, any education allowance which was being paid at the time of the death shall continue to be paid unchanged in its amount, until the expiry of the current school or academic year.

Last update: February 2019

28.3 Household allowance

The household allowance to which the recipient of a pension is entitled shall be calculated on the basis of his pension, but shall not be less than the minimum laid down in the scales in force in the Organisations listed in Article 1, save where the allowance is reduced on the basis of the income of the spouse.

Article 28bis – Provisions applicable to staff members appointed as of 1 January 2017

1. The following persons, who have taken up duties as officials as of 1 January 20172, shall be entitled to the dependent child supplement, the supplements for disabled or severely disabled child and disabled and dependent parent, and the education allowance which are paid to officials of the Organisation appointed as of 1 January 2017 as family allowances, under the same modalities, eligibility criteria and adjustment methods:

   i) the recipient of a retirement pension as from the age of 60;

   ii) the recipient of an invalidity pension;

   iii) the recipient of a survivor's or reversion pension, in respect of the sole beneficiaries who were or would have been recognised as a dependant of the staff member or the former staff member if he had not died.

2. The double entitlement regulations apply to any allowance of a same nature, regardless of its name.

3. Where the recipient of a pension referred to in paragraph 1, or the beneficiary concerned is entitled to allowances referred to in paragraph 1 and also, under another scheme and for the same person, to the dependent child supplement and the supplements for disabled or severely disabled child and for disabled and dependent parent of a same nature than those referred to in paragraph 1, the Organisation shall only pay the difference between the amount of the allowances granted under the present scheme and that of

the allowances received under the other scheme.

4. The deduction of family allowances received under another scheme, referred to in Article 28bis, paragraph 3, shall be automatic, save where the recipient produces evidence that the above-mentioned scheme makes a deduction of the amounts received under the present scheme.

5. The amount of the dependent child supplement (with exception of the additional supplement granted to single-parent families) and the supplements for disabled or severely disabled child and for disabled and dependent parent payable to the recipient of a survivor's or reversion pension shall be twice the normal amount.

6. Entitlement to the allowances provided for in this Article shall cease at the end of the month in which the conditions for entitlement to those allowances under the Staff Rules and Regulations of the Organisation are no longer satisfied.

Instructions

28bis.1 Entitlement

Entitlement to family allowances when pension benefits are being paid shall be subject to the conditions relating to the attribution of such allowances, in accordance with the Staff Regulations and Rules of the Organisation applicable to officials appointed as of 1 January 2017.

28bis.1/1 Early pension

Family allowances shall not be paid before the age of 60 to the recipient of an early pension.

28bis.1/2 Monthly payment

Family allowances shall be paid per whole month starting from the 1st of the month following that in which the entitlement has arisen and until the end of the month during which the entitlement ceases.

28bis.1/3 Education allowance

i) Entitlement to the education allowance shall be maintained for children dependent on a former staff member, provided that the recipient of a retirement or invalidity pension – or the recipient of a survivor's or a reversion pension – has never ceased residing in the country of the last posting since termination of service and inasmuch as he continues to reside in that country.

ii) In the event of the death of a staff member or of the recipient of a retirement or invalidity pension, without any survivor's or reversion pension being awarded, or in the event of the death of the recipient of a survivor's or reversion pension, any education allowance which was being paid at the time of the death shall continue to be paid unchanged in its amount, until the expiry of the current school or academic year.

Last update: February 2019

CHAPTER VII CEILING ON BENEFITS

Article 29 – Ceiling on benefits

1. Where a staff member dies, the total amount payable in respect of survivor's, orphan's and dependant's pensions and of family allowances shall not exceed the maximum of the retirement pension referred to in Article 10, paragraphs 2 and 3, together with the family allowances to which the deceased staff member was entitled. In any event, this total shall not exceed the last salary received by the staff member together with the family allowances to which he was entitled.
2. Where a former staff member receiving a retirement pension dies, the total amount payable in respect of reversion, orphan's and dependant's pensions and of family allowances shall not exceed the amount of the pension and family allowances received by the former staff member.
3. Where a former staff member entitled to a deferred or invalidity pension dies, the total amount payable in respect of reversion, orphan's and dependant's pensions and of family allowances shall not exceed the amount of the retirement pension and family allowances he would have received if he had reached the statutory age limit at the time of his death.
4. The amounts payable in respect of survivor's, reversion, orphan's and dependant's pensions shall, where applicable, be reduced in proportion to the share of each beneficiary.

Instructions

29/1 Ceiling on benefits payable to a surviving spouse, former spouse, orphans and/or dependants

i) Save where Article 10, paragraph 3 applies, the maximum of the retirement pension referred to in Article 29, paragraph 1 shall be 70 per cent of the salary defined in Article 10, paragraph 1 as adjusted in accordance with the provisions of Article 36; the same adjustments shall be applied to the family allowances referred to in Article 29, as well as to retirement pensions, deferred or not, and to the invalidity pensions referred to in Article 29, paragraphs 2 and 3.

ii) The ceilings stipulated in Article 29 shall be reviewed whenever changes are made to the basis for calculating the benefits due.

iii) For the purposes of applying the instructions of this Article, account shall be taken of deductions actually made in respect of allowances received from another source.

29.3/1 Ceiling in the event of the death of a person entitled to a deferred retirement pension or who was drawing an early retirement pension

Where a deceased former staff member was entitled to a deferred retirement pension or was drawing an early retirement pension, the family allowances to which he would have been entitled at age 60, but which were not paid, shall nevertheless be taken into account in calculating the ceiling referred to in Article 29.

29.3/2 Ceiling in the event of the death of a person drawing an invalidity pension under Article 14, paragraph 2

In the event of the death of a former staff member drawing an invalidity pension under Article 14, paragraph 2, the ceiling to be applied shall be the amount of the pension and allowances he was receiving at the time of his death.

29.4/1 Amount of the reduction applicable to survivors', reversion, orphans' and/or dependants' pensions

The reduction shall be applied to survivors', reversion, orphans' and/or dependants' pensions. The reduction shall be apportioned among the beneficiaries in proportion to the benefits payable in application of the provisions of Chapter IV (Survivor's and Reversion Pensions) and Chapter V (Orphan's Pension and Dependant's Pension).

29.4/2 Statutory minimum amounts

The minimum amounts laid down shall not apply to survivors', reversion, orphans' and/or dependants' pensions reduced in accordance with the provisions of Article 29.

CHAPTER VIII - PROVISIONAL PENSIONS

Article 30 - Conditions of entitlement

1. Where a staff member, or former staff member entitled to a retirement or invalidity pension has been missing for more than one year in circumstances justifying a presumption of death, the persons entitled under him may provisionally be awarded a survivor's, reversion, orphan's or dependant's pension, as appropriate.
2. The provisions of paragraph 1 above shall apply mutatis mutandis to persons recognised as dependants of a person in receipt of a survivor's or reversion pension, who has been missing for more than one year.
3. Provisional pensions under paragraphs 1 and 2 above shall be converted into definitive pensions when the death of the staff member, former staff member, spouse or former spouse has been established officially or when that person has been declared missing by a final Court decision.

Instruction

30.3 Forfeiture of rights

The time limits laid down by Article 35, paragraphs 2 and 3 shall run from the date of the Court decision declaring him to be missing, referred to in Article 30, paragraph 3.

CHAPTER IX - DETERMINATION OF THE AMOUNTS OF BENEFITS

Section 1 - ASSESSMENT OF ENTITLEMENT

Article 31 - Organisation responsible for the assessment

1. The assessment of the benefits payable under these Rules shall be made by the Organisation with the assistance of the International Service for Remuneration and Pensions.
2. A detailed statement of the assessment shall be communicated to the staff member or the persons entitled under him after approval by the Organisation on the advice of the Pensions Administrative Committee of the Co-ordinated Organisations (PACCO) referred to in Article 43, paragraph 1.
3. Until this approval has been given, pensions shall be paid on a provisional basis.

Instruction

31.2 Pension Statement

i) On the termination of service of a staff member, the Organisation shall draw up a statement of his pension rights on the form provided for this purpose.

ii) When a staff member enters the service of another Organisation, he shall hand over the form provided for this purpose.

iii) The Organisation making the assessment of entitlement to benefits must take account of all reckonable years of service which have been credited including, where applicable, service in more than one of the Organisations referred to in Article 1, paragraph 4.

Article 32 - No double entitlement

1. Without prejudice to the application of Articles 4 and 5, the following may not be paid concurrently out of the budgets of one or more of the Organisations listed in Article 1:
   i) a retirement and an invalidity pension as provided for in these Rules or under the Rules of the New Pension Scheme or of the Defined Benefit Funded Pension Scheme[45];
   ii) a retirement or invalidity pension and a loss-of-employment indemnity not paid as a lump sum;
   iii) two retirement pensions*.
2. Recipients of a retirement or invalidity pension under the present Rules may not be granted the status of staff member in the meaning of Article 1. The modalities for double entitlement to a retirement pension and any other remuneration paid by a Co-ordinated Organisation shall be defined by each Organisation.
3. Where they are due to the same cause, there can be no double entitlement to benefits under the present Rules and annuities under a scheme distinct from the Pension Scheme and financed by an Organisation listed in Article 1.

Last update: December 2012

Instructions

32.1 Double entitlement as regards retirement or invalidity pensions

i) In view in particular of the rules contained in Article 5, paragraph 2, two retirement pensions under these Rules may not be paid by two Organisations listed in Article 1.

ii) Double entitlement to a retirement and invalidity pension, granted under the present Rules, under the Rules of the New Pension Scheme or under the Rules of the Defined Benefit Funded Pension

[45] Except for long term consultants of the ECMWF.

Scheme, shall be forbidden; in calculating an invalidity pension granted under Article 14, paragraph 1, the abatements prescribed in Article 5, paragraph 2 shall be applied in cases where retirement pension payments previously received have not been refunded.

iii) Double entitlement to a retirement or invalidity pension and to an indemnity for loss of employment paid month by month on the basis of the salary being received by the staff member at the time of leaving shall be prohibited.

Last update: December 2012

32.2 Double entitlement to benefits granted under schemes distinct from the Pension Scheme

Where they are due to the same cause, the annuities or pensions for permanent invalidity or granted in the event of the death of a staff member or former staff member to the spouse and/or former spouse, orphans and/or dependants under a scheme distinct from the Pension Scheme shall be deducted from the amount of the relevant pensions due and calculated under the present Rules, if they were financed wholly or in part by the Organisation or another Organisation mentioned in Article 1.

The preceding provisions shall not relieve staff members of their financial obligations to credit past services which derive from Articles 44 and 49.

Last update: December 2012

Article 33 - Basis of calculation

1. Pensions provided for under the NPS shall be calculated at the time of their assessment by reference to the salary defined in Article 3 and to the scales applicable to the country of the staff member's or former staff member's last posting.

2. However, if the former staff member settles subsequently:

   i) in a Member country of the Organisation or of another Organisation of which he is a national, or

   ii) in a Member country of the Organisation or of another Organisation of which his spouse is a national; or

   iii) in a country where he has served the Organisation or another Organisation for at least five years,

   he may opt for the scale applicable to the country in question. The option shall apply to only one of the countries referred to in this paragraph, and shall be irrevocable, except where paragraph 3 below is applicable.

3. On the death of his spouse, a former staff member who settles in the country of which he is a national, or of which such deceased spouse was a national, may opt for the scale applicable in that country.

   The same option shall be open to the surviving spouse or former spouse of a former staff member and to orphans who have lost both parents.

4. These options, available under paragraphs 2 and 3, shall be irrevocable.

5. If the staff member, spouse, former spouse or orphan opts for the scale of a country referred to in paragraph 2, but there is no scale approved by the Organisation for that country, the scale applicable to the country in which the Organisation responsible for paying his pension has its headquarters shall be applied temporarily until a scale has been adopted for the country chosen.

6. The amount of the pension based on the scale chosen shall be calculated in accordance with Article 36.

7. The provisions of paragraph 2 above do not apply to the benefits under Article 11. However, a staff member who settles in a country of which he is a national may have the leaving allowance provided for in Article 11 calculated in accordance with the scale for that country, provided such a scale was approved by the Organisation at the time of his departure.

Instructions

33.1 Proof of residence

Within the meaning of Article 33, the settlement of a pensioner refers to his principal and effective residence, with the transfer of the permanent and usual centre of his interests and the will to confer stability to such a residence.

The option is granted as from the month following the date on which the pensioner proves, to the satisfaction of the Organisation, that he has his principal and effective residence in the country in question. The Organisation may in particular request:

- *a recent certificate of residence;*
- *a certificate of removal from the population registry of the former place of residence;*
- *a copy of a recent invoice (water, gas, electricity, fixed telephone) established after the date of the removal and for the name and address of the person concerned;*
- *a copy of the rent contract or of the purchasing deed of the residence;*
- *a copy of the removal invoice;*
- *evidence of being subject to property or residence tax;*

or any other evidence it deems relevant.

Last update: December 2012

33.2 Alteration due to the exercise of an option

Where, in application of Article 33, benefits under the NPS are to be calculated on the basis of a scale other than that which was in force at the time when the right to the benefits arose, then the amount of such benefits must, for the purpose of their payment as from the exercise of the option concerned, be recalculated on the basis of the new scale, in accordance with the provisions of Article 36, paragraph 5.

33.3 Option in cases where there are beneficiaries belonging to different family groups

i) Where an option is exercised by a surviving spouse or by children both of whose parents are deceased, and there are other beneficiaries, benefits shall be apportioned in accordance with the provisions of Article 22 or Article 27, as the case may be, and with the Instructions thereto, on the basis of the scale applicable to the country of the staff member's or former staff member's last posting or, in cases to which Article 33, paragraph 2 applies, the scales for which an option has been exercised by the former staff member prior to his decease;

ii) the share of benefit apportioned to each beneficiary of the option shall be expressed as a percentage of the basic salary for the grade and step used in calculating the theoretical survivor's or reversion pension;

iii) the share apportioned to the beneficiary of the option referred to in Article 33, paragraph 3 shall be equal to the basic salary corresponding to the grade and step referred to in sub-paragraph ii) of the scale applicable in the country chosen, multiplied by the percentage referred to in the same sub-paragraph.

33.4 Calculation following approval of a new scale

In cases where Article 33, paragraph 5 is applied, benefits are calculated under the new scale as from the date of its entry into force, with no retroactive effect.

Article 34 - Re-assessment – cancellation

1. The benefits provided for under the NPS may be re-assessed at any time in the event of error or omission of any kind. Any undue payments must be reimbursed. They may be deducted from the benefits payable to the person concerned or to the persons entitled under him or from the amounts due to his estate. The reimbursement may be spread over a period.
2. Benefits shall be subject to modification or cancellation if their award was contrary to the provisions of these Rules.

Article 35 - Requirement of evidence - forfeiture of rights

1. Persons who are eligible for benefits under these Rules shall notify the Organisation or the International

Service for Remuneration and Pensions of any facts which may affect their entitlement to benefits and to furnish such supporting evidence as may be required of them.

Should they fail to comply with these obligations, they may be deprived of the right to benefits under this Scheme; save in exceptional circumstances, they shall refund any sums received to which they were not entitled.

2. Where the surviving spouse, orphans or other dependants of a deceased staff member or former staff member fail to apply for their pension within twelve months from the date of his death, payment of the benefits under these Rules may, at the discretion of the Organisation, be postponed until the first day of the month following that in which they make their application.

3. Where a staff member's or former staff member's former spouse referred to in Article 22 fails to apply for her pension within twelve months from the date of his death, his rights may, at the discretion of the Organisation, be wholly forfeited.

Instructions

35.1/1 Statement by staff member or persons entitled under him

Subject to the provisions of Instruction 30.3, the recipient of any benefit under the Pension Scheme Rules shall be required to fill out and sign the form to verify continuing entitlement which is sent to him every year.

35.1/2 Refund of amounts incorrectly received

All amounts incorrectly received shall be refunded pursuant to Articles 34 and 35, in the manner prescribed in the Rules and Regulations applicable to staff serving in the Organisation, without prejudice to the special provisions laid down for implementing Article 42 with regard to taxation.

35.1/3 Obligation on claimants to make themselves known

In the absence of a statement provided for under Instruction 35.1/1, it is the responsibility of persons entitled under a deceased staff member or former staff member to notify their existence to the Organisation which they consider to be liable for the payment to them of benefits under the NPS.

35.1/4 Notifying beneficiaries

The Organisation shall then inform the beneficiaries concerned of the benefits which they may claim under the Pension Scheme Rules.

Section 2 - ADJUSTMENT OF PENSIONS

Article 36 - Adjustment of pensions

1. The Organisation shall adjust pensions, every year, in accordance with the revaluation coefficients based on the consumer price index for the country of the scale used to calculate each pension.

   It shall also adjust them in the course of the year, for any given country, when prices in that country show an increase of at least 6%.

2. At regular intervals, the Secretary General shall establish a comparison of the difference between increases in salary and increases in pensions, and may, where appropriate, propose measures to reduce it.

3. When the beneficiary of a pension dies, and reversion, orphan's and/or dependant's pensions that may be due shall be calculated as follows:

   - the pension(s) shall be calculated with reference to the scale in force at the date on which the deceased former staff member's pension was assessed;
   - said scale shall be updated, as from that date, by application of the pensions revaluation coefficients for the country in question.

4. If the beneficiary of an invalidity pension, which was not awarded under Article 14, paragraph 2 reaches the age limit laid down in the Staff Rules and Regulations, his invalidity pension shall be converted, in accordance with Article 17, paragraph 2, to a retirement pension calculated using the method referred to in paragraph 3 above.

   - the pension shall be calculated with reference to the scale in force at the date of the assessment of the invalidity pension;
   - said scale shall be updated, as from that date, by application of the pensions revaluation coefficients for the country in question.

5. If the beneficiary of a pension exercises one of the options under Article 33, the following calculation shall be made:

   - the pension shall be recalculated with reference to the scale in force at the date of its assessment for the country selected;
   - Said scale shall be updated, as from that date, by application of the pensions revaluation coefficients for the country in question.

Instruction

36.1/1 Notifying beneficiaries

Adjustments to pensions currently being paid shall be notified in writing to the beneficiaries of such pensions, either by the Organisation or, as instructed by it, by the International Service for Remunerations and Pensions.

36.1/2 Consumer price indices

1. Consumer price trends shall be monitored with reference to the Harmonised Index of Consumer Prices (HICP), or where these series are not available, the national Consumer Price Indices (CPI) used in the salary adjustment procedure in force in the Organisation. The annual adjustment index shall be the evolution in consumer prices between 1 January of the year of the annual adjustment and 1 January of the previous year, less any special adjustment granted during this period.

2. As from 1 January 2026, the index for the first annual adjustment of pensions shall be the evolution in consumer prices between 1 January of the year of the annual adjustment and 1 July of the year before last, less all special pension and special/extraordinary salary adjustment(s) granted during this period and not already deducted in the course of the concerned period. The provisions of this paragraph will apply to the following pensions: retirement pension, invalidity pension, survivor's pension, reversion pension derived from a deferred retirement pension, orphan's pension following death of a staff member, dependant's pension following death

of a staff member, orphan's pension derived from deferred retirement pension, and dependant's pension derived from deferred retirement pension. All other pensions are subject to the provisions of paragraph 1.[46]

36.1/3 Date of effect of the annual adjustment

The effective date of the annual adjustment shall be 1st January.

36.1/4 Special adjustment in the event of price evolution of at least 6% during the year

Whenever the 6% inflation threshold is exceeded, the special adjustment applied to pensions shall be equal to the change in consumer prices between the month in which the previous adjustment took effect and the month in which the special adjustment threshold is exceeded. Any special adjustment shall take effect in the month following the month in which the threshold was exceeded. The monitoring of consumer price trends shall then be reset, taking the consumer price index of the month during which the high inflation threshold was reached as the basis to further monitor inflation until the next special or annual adjustment.

36.1/5 Procedure for granting the special adjustment

Any special adjustment is granted provisionally until PACCO's issue of a technical opinion recommending, where applicable, the granting of this special adjustment, without prejudice to Instruction 36.1/2. PACCO's technical opinion is communicated to the CRSG for information.

Last update: May 2026

[46] Pensions subject to a first adjustment effective 1 January 2026 cannot be adjusted using an index lower than that corresponding to the reference period from December 2024 to December 2025.

Section 3 - PAYMENT OF BENEFITS

Article 37 - Mode of payment

1. Subject to the provisions of Article 11 and unless otherwise provided under these Rules, pensions, family allowances and provisions for tax adjustments shall be paid monthly in arrears.
2. These amounts shall be paid by the Organisation, or by the International Service for Remuneration and Pensions if it has been empowered to do so.
3. Benefits shall be paid in the currency used in their calculation in accordance with Article 33.
4. Benefits shall be paid to the recipient by bank transfer to an account in the country whose scale was used for calculating these benefits, or in the country in which he resides.

Instruction

37.1 Date of Payment

Pensions, family allowances and provisions for tax adjustments shall be paid in arrears on the last working day but two of the month to which they relate.

Article 38 - Sums owed to the organisation

1. Any sum owed by a staff member, former staff member or pensioner to the Organisation which pays the pension at the date when the benefits are payable under these Rules shall be deducted from the amount of these benefits or from the benefits payable to those entitled under him. The deduction may be spread over a period.

Instruction

38.1 Buying back rights - Credit for past service

Any amounts remaining due on the death, recognition of invalidity or termination of service of a staff member, in respect of pension rights bought back under Article 5, shall constitute a debt owed to the Organisation by the staff member or the persons entitled under him or the estate.

Payment to the Organisation of any amounts thus owing shall be made pursuant to the special condition agreed to by the staff member at the time of his application to buy back or to be credited with pension rights; this condition shall give the Organisation a preferential right to deduct such amounts from the capital sums due at the time of death or recognition of invalidity, or of termination of service, where appropriate, under the conditions provided for in Instructions 5.1 and 5.4

Article 39 - Right of subrogation

1. Where a staff member's invalidity or death is attributable to a third party, the award of the benefits provided for in these Rules shall in principle be made subject to the beneficiary assigning to the Organisation his claims against such third party, up to the amount of such benefits.
2. However, the Organisation may waive its right to take action pursuant to such subrogation against the third party concerned where special circumstances justify such a waiver.

CHAPTER X - FINANCING THE PENSION SCHEME

Article 40 - Charge on budgets

1. Benefits paid under this Pension Scheme shall be charged to the budgets of the organisation responsible for the assessment of these benefits pursuant to Article 31.
2. The Member States of the Organisation jointly guarantee the payment of the benefits.
3. In the event of a merger, reconstitution or other transformation or in the event of dissolution of the Organisation, the Council or any ad hoc body set up, where required in one of the aforementioned cases, shall take the necessary measures to ensure uninterrupted payment of the Pension Scheme benefits until the cessation of entitlement of the last beneficiary.
4. Should a country, being a Member or ex-Member of the Organisation, fail to comply with its obligations under this Article, the other countries shall meet the cost thereof in proportion to their contribution to the budget of the Organisation as fixed annually from and after the said country's default

Article 41 - Staff member's contribution - costing the scheme

1. Staff members shall contribute to the NPS.
2. The staff members' contribution shall be calculated as a percentage of their salaries and shall be deducted monthly.
3. The rate of the staff contribution shall be set so as to represent the cost, in the long term, of 40% of the benefits provided under these Rules. The rate shall be 13.2%. This rate shall be reviewed every five years on the basis of an actuarial study, the procedures for which are appended hereto. The staff contribution rate shall be adjusted, with effect from the fifth anniversary of the preceding quinquennial adjustment, the rate being rounded to the nearest first decimal.

   Notwithstanding the above, the Council may adopt intermediary adjustments of the contribution rate if and when:

   i) the Council decided to change the target return on assets of the Pension Budget and Reserve Fund of the Organisation (PBRF); or

   ii) based on an annual review of the NPS assets and liability values, it appears that the officials' contribution rate would fluctuate by at least 0.5 percentage points since the last adjustment.
4. Contributions properly deducted shall not be recoverable. Contributions improperly deducted shall confer no rights to pension benefits; they shall be refunded at the request of the staff member concerned or those entitled under them without interest.

Last update: January 2025

Instructions

41.1/1 Sickness

The staff members' contribution to the NPS shall be paid during sick leave and during periods of temporary incapacity following such leave if the staff member concerned continues to receive an allowance equal to the whole or part of his emoluments. This contribution shall be calculated in relation to the portion of the allowances corresponding to salary, but reckonable years of service shall be counted at the full rate, subject to the provisions applicable in the event of temporary incapacity during a period of part-time service.

41.1/2 Leave for personal reasons

A staff member may not contribute to the NPS during periods of leave for personal reasons of more than six months' duration, and during such periods the staff member shall not acquire any pension rights. However, the persons entitled under him shall be entitled to receive benefits under the conditions set out in Instruction 18.1.

41.1/3 Intermediary adjustments to officials' contribution rate

Officials' contribution rate following intermediary adjustments shall be calculated according to the procedures set out in the Annex to this Article. The demographic and salary-related assumptions used for such intermediary adjustments shall be those employed for the preceding five-year review as described in the Annex.

Last update: January 2025

CHAPTER XI - PROVISIONS RELATING TO THE ADJUSTMENT OF PENSIONS

Article 42 - Pensions which are subject to national tax legislation

1. The recipient of a pension under these Rules shall be entitled to the adjustment applying to the Member Country of the Organisation in which the pension and adjustment relating thereto are chargeable to income tax under the tax legislation in force in that country.

2. The adjustment shall equal 50 per cent of the amount by which the recipient's pension would theoretically need to be increased, were the balance remaining after deduction of the amount of national income tax or taxes on the total to correspond to the amount of the pension calculated in accordance with these Rules.

   For such purpose, there shall be drawn up, for each Member country, in accordance with the Implementing Instructions referred to in paragraph 6, tables of equivalence specifying, for each amount of pension, the amount of the adjustment to be added thereto. The said tables shall determine the rights of the recipients.

3. In calculating the theoretical amount of income tax or taxes referred to in paragraph 2 of this Article, account shall be taken only of the provisions of tax legislation and regulations affecting the basis of liability and the amount of income tax or taxes for all pensioner-taxpayers in the country concerned.

4. Pensioners without spouse or dependants shall be deemed to be in the position of a pensioner without entitlement to any tax reliefs or allowances for family responsibilities, all other recipients being deemed to be pensioners enjoying the tax reliefs and allowances of a person who is married without children.

   No account shall be taken:

   - of individual factors related to the personal circumstances or private means of a particular pensioner,
   - of income other than that arising under these Rules,
   - of the income of the spouse or dependants of the pensioner.

   On the other hand, account shall, in particular, be taken of circumstances arising in the course of the year as a result of:

   - a change in civil status or settlement in another place of residence with a different taxation system,
   - commencement or cessation of payment of the pension.

5. The Organisation shall supply the Member Countries concerned with the names, forenames and full address of pensioners and the total amount of the pension and adjustment.

6. The recipient of an adjustment as specified in this Article shall be required to inform the Organisation of his full address and of any subsequent change therein.

   Such recipient shall produce evidence of his pension and the relative adjustment having been declared or taxed; should he fail to comply with this obligation, he shall be deprived of the right to this adjustment and shall refund any amounts unduly received in this respect.

7. The other procedures for calculating the adjustment and, in particular, those necessitated by the special features of certain national tax laws, and the procedure for payment of the adjustment shall be laid down in the Implementing Instructions established in accordance with the tax legislation of Member Countries.

Instructions

42/1 Scope and calculation of the adjustment

1. Article 42 of the Pension Scheme Rules shall apply only if the pension and the adjustment relating to

it are subject to taxes on income levied in a Member Country of the Organisation. The family allowances provided for in Articles 28 and 28bis of the Pension Rules shall be assimilated to pensions in determining the tax adjustment in so far as similar allowances are taxable under the national tax legislation of the Member country.

2. *The adjustment referred to in Article 42 of the Pension Scheme Rules shall be determined on the basis of the legal provisions relating to taxes on income in force in the Member country in which the pensioner is legally subject to such taxation. It shall be established in respect of pensions paid during the tax period as determined in that country.*

3. *Where the pension of a person entitled to the adjustment is paid in a currency other than that of the country in which such person is subject to taxes on income, the adjustment shall be determined on the basis of the pension converted into the currency of that country. Such conversion shall be effected at the rate obtained on the official exchange market.*

4. *Where the amounts paid during any tax period include arrears of pension relating to any previous period, the adjustment shall be determined or recalculated, as the case may be, with due regard to the tax treatment applicable to such arrears.*

42/2 Establishment of tables of equivalence for payment of the adjustment

1. *Tables of equivalence for payment of the adjustment shall be established for each tax year by the International Service for Remunerations and Pensions, hereinafter referred to as 'the Service'.*

2. *The tax authorities of Member countries shall provide the Service, at its request, with the details of legislation and regulations necessary for establishing the tables. The tables shall be checked and confirmed by the tax authorities of the Member country concerned. In the event of disagreement between such authorities and the Service on the content of the tables, the Secretaries-General of the Co-ordinated Organisations and the Co-ordinating Committee on Remuneration shall consider the matter on the basis of Article 42 of the Pension Scheme Rules and of these Implementing Instructions.*

3. *Provisional tables of equivalence shall be drawn up prior to the commencement of the period to which they refer. They shall show, for rounded pension figures and in respect of each Member country, an amount equivalent to 90 per cent of the monthly adjustment calculated according to the distinctions contained in Article 42, paragraph 3 of the Pension Scheme Rules and on the basis of the tax legislation in force at the time of drawing up the tables.*

4. *The provisional tables shall be revised whenever amendments to tax legislation involve a change in the amount of the adjustment. The Secretaries-General of the Co-ordinated Organisations and the Co-ordinating Committee on Remuneration may however decide by mutual agreement to dispense with the up-dating of tables in cases where the balance of gain or loss is minimal.*

5. *As soon as the authorities in Member countries have finally adopted the tax legislation applicable to income for the period covered by the provisional tables, these latter shall be replaced by final tables establishing the rights of recipients in accordance with Article 42, paragraph 2 of the Pension Scheme Rules. These final tables shall show the amount of the adjustment for the whole of the period which they cover, as well as the monthly amount of the adjustment.*

6. *The provisional and final tables of equivalence shall be accompanied by all such information as is necessary for their use. Such information shall include:*

   - *the rules to be observed in cases where changes in family status, dependants or permanent address (domicile) of the person entitled to the adjustment may affect the amount of the adjustment which the person concerned may claim;*
   - *the names and addresses of the tax authorities to which the Co-ordinated Organisations supply the information specified in Article 42, paragraph 4 of the Pension Scheme Rules;*
   - *the evidence to be supplied by persons entitled to the adjustment as proof of the declaration for tax purposes, or the taxation, of their pension and the adjustment relating thereto;*
   - *the dates for making such declarations and for paying the tax in those Member countries which have been authorised to avail themselves of the provisions of Instruction 42/3, paragraph 2 below.*

Last update: January 2025

42/3 Method of payment of the adjustment

1. *The adjustment shall be paid by monthly instalments by way of advance at the same time as the pension and in an amount corresponding to that appearing in the provisional tables of equivalence referred to in Instruction 42/2, paragraph 3 above. The amounts of pension, arrears of pension and adjustment shall be shown separately on the instrument of payment issued to the recipient.*
2. *At the request of a country, the Secretaries-General of the Co-ordinated Organisations and the Co-ordinating Committee on Remuneration may, by mutual agreement, decide that by way of exception to paragraph 1, there shall be a time-lag in payment of the monthly instalments of the adjustment relating to that country, provided however that payment of the whole of the monthly instalments shall be finalised before the ultimate date for payment of the tax to which they refer.*
3. *As soon as the final tables of equivalence are available, the total amount of the monthly instalments paid in respect of the tax period shall be compared to the final amount of the adjustment due for the whole of that period. Any excess or shortfall shall be rectified so that the amount involved shall not be taken into account in determining the adjustment in respect of the following tax year.*
4. *The adjustments shall be paid in a bank account of the country in which the recipient is subject to taxes on income.*

Last update: January 2025

42/4 Information to be supplied to Member countries by the Organisation

1. *The particulars specified in Article 42, paragraph 4 of the Pension Scheme Rules shall consist of the following:*
   a) *a personal particulars form giving the name and forenames, full address and, where applicable, the residence for tax purposes (domicile fiscal) of the pensioner, the total amount of pension paid for the period constituting the tax year, the final amount of the adjustment arrived at for such period, and the amount of arrears of pension, identifying the year to which such arrears relate;*
   b) *a master list reproducing for each country, the information contained in the personal particulars form.*
2. *The particulars listed in paragraph 1 of this Instruction shall be supplied to the tax authorities of the country in which the persons concerned are subject to taxes on income. A copy of the personal particulars form shall be sent to the pensioner and a copy of the master list shall be sent to the Representative of the country in question to the Organisation.*
3. *The obligations specified in this Instruction shall be complied with at the time of the rectification referred to in Instruction 42/3, paragraph 3 above.*

42/5 Evidence of payment of tax

The tax authorities referred to in Instruction 42/2, paragraph 6 above shall inform the Service of the evidence by which, in accordance with Article 42, paragraph 5 of the Pension Scheme Rules, recipients of the adjustment may establish that their pension and the relevant adjustment have been declared for tax purposes or have been taxed.

42/6 Financing the adjustment

1. *The cost of the adjustment provided for in Article 42 of the Pension Scheme Rules shall be borne by the country in which the recipient thereof is subject to taxes on income for the period considered.*
2. *Expenditure arising under paragraph 1 of this Instruction shall be the subject of a separate budget which shall be drawn up at the same time as the other budgets of the Organisation. Final settlement of the contributions to this separate budget shall be made at the end of the period to which it relates.*

42/7 Date of effect

These Implementing Instructions shall take effect on the date of entry into force of the Pension Scheme Rules.

CHAPTER XII - FINAL PROVISIONS

Article 43 – Pensions administrative committee of the co-ordinated organisations (PACCO)

1. The Pensions Administrative Committee of the co-ordinated organisations, created by the Standing Committee of Secretaries-General, shall give technical opinions and, where necessary, ensure appropriate co- ordination between the Organisation and the other Organisations.

Instruction

43.1 Forms

A standard form is used for determining the position regarding each staff member's reckonable years of service for pension purposes at a particular date, viz.:

- *either on leaving the Organisation or on the assessment of a benefit; or*
- *on changing from one Organisation to another.*

This form recapitulates the regulatory provisions to be consulted on such occasions.

Article 44 – Detailed implementation

1. Instructions for the implementation of these Rules shall be drawn up by the Secretary-General of the Organisation after an opinion of the Pensions Administrative Committee of the co-ordinated organisations.

Article 45 – Entry into force

1. These Rules shall enter into force on 1st January 2002.

Instruction

45.1 Date of entry into force of the Implementing Instructions

The implementing Instructions shall enter into force on the date as laid down by the Secretary- General of the Organisation.

APPENDIX 1

ANNEX TO ARTICLE 41 – ACTUARIAL STUDIES

Method

1. Calculation, as at the effective date of the study, for the OECD, of the rate of contribution payable by staff to finance 40% of benefits provided under the Scheme, establishing the present value of future entitlements, entitlements already accrued and future salaries, taking into consideration the actuarial value of the assets of the NPS.

2. Past entitlements and projections of future entitlements will be calculated, on the one hand, for staff affiliated at the date of the study to the NPS, for former staff affiliated to the NPS (pensioners and holders of deferred pension rights) and for the population of staff who will be recruited in the years to come. Projections of salaries for these populations will also be established year by year. Each of these amounts will be projected over an infinite period and discounted to present worth.

   The actuarial value of the assets of the NPS shall be established by considering a smoothed value over a five-year period, with a 10% corridor.

3. Combining these results according to the aggregate cost method will make it possible to determine the rate of contribution needed to finance 40% of benefits provided under the Scheme.

Demographic and salary-related assumptions

4. The demographic assumptions are derived from detailed demographic studies for each of the Co-ordinated Organisations which have adopted the NPS. These studies examine past experience over a period of 15 years, where the information is available, and also take account of available forecasts regarding future staff profiles.

5. The assumptions relating to salaries are based on detailed observation of the past, over a period of 15 years, where the information is available, and also take account of practices and forecasts available in this field.

Economic assumptions

6. A discount rate net of inflation shall be used, and shall correspond to the target rate of return for the assets of the Pension Budget and Reserve Fund (PBRF) decided by the Council, minus 50 basis points.

Last update: January 2025

ANNEX X ter – RULES OF THE THIRD PENSION SCHEME (TPS)

TABLE OF CONTENTS

ANNEX X ter – RULES OF THE THIRD PENSION SCHEME (TPS) **399**
TABLE OF CONTENTS **399**

CHAPTER I - GENERAL PROVISIONS **401**
Article 1 – Scope *401*
Article 2 - Deferred entitlement *401*
Article 3 - Definition of salary *402*
Article 4 - Definition of service conferring entitlement to benefits *402*
Article 5 – Calculation of service conferring entitlement to benefits *404*
Article 6 – Reckonable years of service *406*
Article 6bis - Part-time service - effects on the calculation of entitlement *407*

CHAPTER II - RETIREMENT PENSION AND LEAVING ALLOWANCE **409**
SECTION 1: RETIREMENT PENSION **409**
Article 7 – Conditions of entitlement *409*
Article 8 - Age of entitlement (pensionable age), deferred or early pension *409*
Article 9 - Commencement and cessation of entitlement *410*
Article 10 – Rate of pension *410*
Article 10 BIS – Partial lump sum at retirement *411*
SECTION 2: Leaving allowance **413**
Article 11 – Leaving allowance *413*
SECTION 3: INWARD AND OUTWARD TRANSFER OF PENSION RIGHTS **414**
Article 12 – Inward and outward transfer of pension rights *414*

CHAPTER III - INVALIDITY PENSION **419**
Article 13 - Conditions of entitlement - Invalidity Board *419*
Article 14 - Rate of pension *422*
Article 15 - Concurrent earnings *422*
Article 16 - Medical examination - termination of pension *423*
Article 17 - Commencement and cessation of entitlement *424*

CHAPTER IV - SURVIVOR'S AND REVERSION PENSIONS **425**
Article 18 - Conditions of entitlement *425*
Article 19 – Rate of pension *426*
Article 20 - Reduction for difference in age *426*
Article 21 – Remarriage *427*
Article 22 - Rights of a former spouse *427*
Article 23 - Commencement and cessation of entitlement *428*

CHAPTER V - ORPHAN'S OR DEPENDANT'S PENSION **429**
Article 24 - Rate of orphan's pension *429*
Article 25 - Rate of pension for other dependants *430*
Article 26 - Commencement and cessation of entitlement *430*
Article 27 - Beneficiaries of more than one category *430*

CHAPTER VI - FAMILY ALLOWANCES **434**
Article 28– General provisions *434*

CHAPTER VII - CEILING ON BENEFITS **436**
Article 29 – Ceiling on benefits *436*

CHAPTER VIII - PROVISIONAL PENSIONS 438
Article 30 - Conditions of entitlement 438
CHAPTER IX - DETERMINATION OF THE AMOUNTS OF BENEFITS 439
SECTION 1: ASSESSMENT OF ENTITLEMENT 439
Article 31 –Modalities of the assessment 439
Article 32 - No double entitlement 439
Article 33 – Basis of calculation 439
Article 34 – Re-assessment – Cancellation 441
Article 35 - Requirement of evidence - forfeiture of rights 441
SECTION 2: ADJUSTMENT OF PENSIONS 442
Article 36 - Adjustment of pensions 442
SECTION 3: PAYMENT OF BENEFITS 444
Article 37 - Mode of payment 444
Article 38 - Sums owed to the Organisation 444
Article 39 - Right of subrogation 444
CHAPTER X - FINANCING THE THIRD PENSION SCHEME 445
Article 40 - Charge to the budget 445
Article 41 - Contribution of officials to the TPS - costing the scheme 445
CHAPTER XI - PROVISIONS RELATING TO THE ADJUSTMENT OF PENSIONS 448
Article 42 - Pensions which are subject to national tax legislation 448
CHAPTER XII - FINAL PROVISIONS 451
Article 43 – Pensions administrative committee of the Co-ordinated Organisations (PACCO) 451
Article 44 – Detailed implementation 451
Article 45 – Entry into force 451
APPENDIX 1 – SPECIAL PROVISIONS APPLICABLE TO OFFICIALS APPOINTED PRIOR TO 1 JULY 2025 OPTING IN TO THE TPS 452

ANNEX X ter
THIRD PENSION SCHEME (TPS)
CHAPTER I - GENERAL PROVISIONS

Article 1 – Scope

1. The pension scheme established by these Rules, hereinafter referred to as the "Third Pension Scheme" (TPS), applies to officials who:

   - took up duty on or after 1 July 2025;
   - have never contributed to the Pension Scheme of the Co-ordinated Organisations[47] set up by the adoption of the 94th Report of the CCG[48] by the governing bodies of these Organisations (CPS)[49] or to the New Pension Scheme adopted by the OECD Council[50] and by the governing bodies of three other Co-ordinated Organisations[51] (NPS).

2. The following officials are also affiliated to the TPS and shall be subject to the present Rules:

   a) Officials who, by virtue of their last appointment with the Organisation, or with another Co-ordinated Organisation, were affiliated to the CPS, benefited from the provisions of Article 11 of the CPS Rules [leaving allowance] and did not repay the amounts provided for under that Article upon their new appointment with the Organisation on or after 1 July 2025;

   b) Officials who, by virtue of their last appointment with the Organisation or with one of the three other Co-ordinated Organisations having adopted the NPS, were affiliated to the NPS, benefited from the provisions of Article 11 of the NPS Rules [leaving allowance] and did not repay the amounts provided for under that Article upon their new appointment with the Organisation on or after 1 July 2025;

   c) Officials affiliated to the NPS who decided to opt in to the TPS under the conditions set out in Appendix 1 to these Rules.

3. In these Rules, the term "Organisation" refers to the OECD, and the term "official" means an official affiliated to the TPS, in accordance with paragraphs 1 and 2 above.

Article 2 - Deferred entitlement

Where the medical examination which all officials have to undergo as part of the appointment process (and the consequences of which will have duly been expounded to them before their appointment) shows them to be suffering from an illness or disablement, the Organisation may decide that, as regards risks arising from an illness or disablement existing before they took up their functions, said officials shall not be entitled to the invalidity or death benefits provided for in these Rules until the expiry of a period not exceeding five years from the date of their appointment.

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47 In addition to the OECD, there are five Co-ordinated Organisations, as listed below:
- the North Atlantic Treaty Organisation (NATO);
- the Council of Europe;
- the European Space Agency (ESA);
- the European Centre for Medium-Range Weather Forecasts;
- the European Organisation for the Exploitation of Meteorological Satellites (EUMETSAT).

48 Co-ordinating Committee of Government Budget Experts (former name of the Co-ordinating Committee on Remuneration - CCR).

49 See Annex X to the Staff Regulations and Rules of the Organisation.

50 See Annex X bis to the Staff Regulations and Rules of the Organisation.

51 The NPS was adopted by the OECD and the governing bodies of the following Co-ordinated Organisations:
- the Council of Europe
- the European Organisation for the Exploitation of Meteorological Satellites (EUMETSAT);
- the European Space Agency (ESA).

Instructions

2.1/1 Medical examination

The Organisation shall inform the officials concerned in writing of the application of a period of deferred entitlement and of its duration, which may be from one to sixty months. The Organisation's Medical Officer shall inform them in writing of the nature of the illness or disablement which justified the application of the deferment period.

2.1/2 Definition of entitlements during the deferment period

a) If the officials concerned leave the Organisation during the deferment period, the leaving allowance shall be paid to them and the years of service completed during the deferment period shall be taken into account.

b) In the event of either permanent total invalidity or death resulting from a cause which justified the deferment period in course:

i) should such an event occur before the official has fulfilled the condition provided for in Article 7, the official or the beneficiaries shall be entitled to a lump sum, calculated in accordance with the provisions of Article 11;

ii) should such an event occur after the official has fulfilled the condition provided for in Article 7

- *and if this condition was fulfilled during the deferment period, the official or the beneficiaries shall be entitled to a lump sum calculated in accordance with the provisions of Article 11, in respect of the reckonable years of service credited within the meaning of Article 6;*
- *and if this condition was fulfilled prior to the deferment period, the official or the beneficiaries shall be entitled to both a lump sum calculated in accordance with the provisions of Article 11, in respect of the reckonable years of service completed during the deferment period, and the benefits to which they would have been entitled before the official's appointment.*

c) In the event of either permanent total invalidity or death resulting from either an accident at work, or an illness or disablement other than that which justified the deferment period, and which occurred after commencement of their functions, the official or the beneficiaries shall be entitled to the benefits provided by this Pension Scheme for such events.

Article 3 - Definition of salary

Unless otherwise specified, for the purposes of these Rules, salary shall be the monthly basic salary of the official, according to the scales in force in the Organisation at the time when the pension is assessed and updated in accordance with the provisions of Article 36.

Article 4 - Definition of service conferring entitlement to benefits

1. Subject to the provisions of Articles 5 and 41, paragraph 1, entitlement to benefit under these Rules shall be determined by the total of the periods actually served in the Organisation[52]:

   i) as an official;

   ii) as a temporary staff member, provided any periods so served were not separated by breaks of more than one year.

2. In addition to the total of the periods of service thus calculated, an official may request, on termination of service, that periods of service corresponding to certain statutory indemnities be taken into account, in particular payment in lieu of notice, for loss of employment, and for leave not taken, under the provisions laid down by Instruction[53].

3. Periods of part-time service shall be taken into consideration in calculating entitlement to benefit under

[52] Notwithstanding Article 4 paragraph 1, officials appointed prior to 1 July 2025 who have opted in to the TPS pursuant to Article 1, paragraph 2 c) shall retain the periods of service counting for entitlement to benefits accrued under the NPS Rules at the date of their effective move to the TPS, in accordance with Appendix 1 to these Rules.

[53] Unless otherwise specified, the term "provisions laid down by Instruction" refers, throughout these Rules, to the implementation provisions referred to in Article 44.

these Rules provided they correspond to at least halftime work as defined by the provisions laid down by Instruction.

4. The periods referred to in Article 16, paragraph 3 shall also be taken into consideration.

5. The period of affiliation to the pension scheme of an international organisation, and for which an official has benefited from an inward transfer of pension rights, shall be taken into account in calculating entitlement to benefit under these Rules, under the provisions laid down by Instruction.

Instructions

4.1/1 Service counting for entitlement

Service counting for entitlement shall consist of the following:

i) any periods of service completed as an official;

ii) any periods of sick leave or temporary incapacity in respect of which benefits have been paid; officials concerned shall be required to have paid their personal contribution to the Third Pension Scheme as calculated on the amounts so received; such periods shall be counted without any reduction;

iii) any periods of unpaid leave, if such periods are not taken into account by a new employer for the purposes of a pension scheme; the crediting of periods of unpaid leave equal to or less than two months shall be dependent on payment, for these periods, of officials' personal contribution to the Third Pension Scheme; the crediting of periods of unpaid leave beyond two months and up to a maximum of the four months following, shall be dependent on payment by officials, for these periods, of a contribution equal to 2.22 times their personal contribution to the Third Pension Scheme;

iv) any periods of secondment by the Organisation, should the official concerned be reinstated; the detailed rules for the crediting of such periods shall be laid down in the Staff Regulations and Rules of the Organisation.

4.1/2 Service completed as a temporary staff member before appointment as an official

Periods of service referred to in Article 4, paragraph 1, ii) may be taken into account in accordance with Article 5, paragraph 5, if the following conditions are fulfilled:

i) such periods must have been prior to the appointment as an official of the Organisation.

ii) such service must have been completed on a full-time or at least half-time basis.

iii) any such periods completed in the service of the Organisation, must not have been broken for more than 12 consecutive months.

iv) in accordance with the provisions of Instruction 6.1, periods so to be taken into account must be of a minimum of thirty days; periods of part-time work, equal to or more than half time, shall be taken into account as a proportion of full-time. The periods thus validated must total at least 30 days of full-time.

4.2- Crediting of reckonable years of service corresponding to indemnities

An official may request, on cessation of work, the crediting of reckonable years of service corresponding to:

i) compensatory payments in respect of leave not taken;

ii) compensatory payments in lieu of notice;

iii) indemnity for loss of employment.

Such reckonable years of service shall be credited subject to payment by the official of the personal contribution to the Third Pension Scheme in respect of all these amounts and insofar as the periods on which the calculation was based are not taken into account by a new employer for the purposes of a pension scheme of a Co-ordinated Organisation.

Only reckonable years of service corresponding to periods below the statutory age limit applicable to the official may be taken into account for the calculation of benefits provided for in these Rules.

4.3- Definition of half-time service

Officials shall be considered as working half-time, within the meaning of Article 4, paragraph 3, when the number of their working hours, calculated on a monthly basis, is equal to half the number of full-time working hours.

4.4- Recognition of the period of affiliation in the pension scheme of an international organisation

i) The period of affiliation to the pension scheme of an international organisation shall be recognised on the basis of the period certified by this scheme but shall not exceed the reckonable years of service credited pursuant to Article 12, paragraph 1.

ii) Such recognition shall become effective upon expiry of a five-year period from the date of taking up duty as an official.

Article 5 – Calculation of service conferring entitlement to benefits

1. Where officials appointed by the Organisation have previously served with the Organisation, their entitlement to benefits under the terms of Article 4 shall be conditional upon their paying over to the Organisation the amounts paid to them on leaving their previous service pursuant to Article 11 plus compound interest on such amounts at a rate determined by instruction. The compound interest shall apply as from the date when the officials received the amounts pursuant to Article 11 until the date such amounts are paid over in accordance with this paragraph. Should the officials fail to pay over the amounts in question, reckonable service shall count only as from the new appointment.

2. Where officials appointed by the Organisation were previously drawing a retirement pension in respect of service with the Organisation, payment of that pension shall cease. If the officials refund to the Organisation the pension payments they have received, the provisions of Article 4 shall apply on cessation of their new appointment. If they do not make this refund, the years of service for which credit was acquired in the employment that originally entitled them to payment of the discontinued retirement pension shall be taken into account in the calculation of the retirement pension due on cessation of their new employment by reference to the salary for their last grading in such previous employment; moreover, that part of the final pension figure shall be abated by 5 per cent for each whole year during which the officials drew the initial pension before the pensionable age applicable to them.

3. Where officials cease their functions at a grade and step lower than that which they had previously held in the Organisation, their entitlement to benefits under these Rules shall be determined by taking into account the total of their reckonable years of service and the benefits shall be calculated on the basis of the salary for the highest grading held by them. However, a reduction shall be made in the number of years of service to be credited to them in respect of time served at a lower grade and step after having held the grade by reference to which benefits are calculated; this reduction shall be proportionate to the difference between the said gradings.

4. For the implementation of paragraphs 2 and 3 above, salaries shall be taken into account in accordance with the scales in force when the final pension assessment is made.

5. The crediting of the periods referred to in Article 4, paragraph 1 ii) shall be conditional on:

   i) officials submitting an application to that effect no later than six months after confirmation of their appointment as officials following a successful probationary period; the application shall specify the periods of service with which officials wish to be credited;

   ii) the Organisation giving its agreement;

   iii) officials paying, for each month of service with which they are to be credited, a contribution equal to 2.22 times the rate of the contribution provided for in Article 41, calculated on the basis of their first monthly salary upon affiliation to the scheme.

Instructions

5.1 Service completed as an official

i) Application for any service referred to in Article 5, paragraph 1 or paragraph 2, to be taken into account must be made no later than six months after confirmation of the new appointment

following a successful probationary period.

ii) For application of any service referred to in Article 5, paragraph 1, the interest rate referred to in the aforesaid paragraph shall be equal, per annum, to the target return on assets of the Pension Budget and Reserve Fund (PBRF) at the date of application plus 2 %[54].

iii) Where, pursuant to Article 11, officials received a leaving allowance at the end of their previous appointment, then pursuant to Article 5, paragraph 1, no partial crediting of such service shall be allowed; accordingly, the official concerned shall be required either to refund such leaving allowance in full or to forgo the right to have the corresponding service credited.

iv) Should officials fail to make a full refund immediately, they may be authorised to make such refund, at the latest, as from the expiry of the period referred to in sub-paragraph i) above, by monthly deductions of not less than 20 per cent of the basic monthly salary received at the time of beginning such refunds; compound interest at the same rate as the one referred to in paragraph ii) above shall be applied to the amount outstanding, until the refund has been made in full.

v) If at the date on which any benefit under this Pension Scheme is payable, such refunds have not been completed, the balance still due shall be repaid in its entirety through deduction from the benefits to be paid, including those payable to persons entitled under the staff member. The Organisation may authorise payment by instalments, in which case compound interest at the same rate as the one referred to in paragraph ii) above shall be applied to the amount outstanding, until the refund has been made in full.

vi) In the event of incapacity, death or termination of the service of officials concerned, any amount still remaining unpaid shall be set off against the capital sums due to them or to the persons entitled under them, in accordance with the provisions of Instruction 38.1, and the balance still due shall be deducted in accordance with the provisions of sub-paragraph iv) above.

vii) In the event of the termination of their service without any payment of leaving allowance or pension, the officials concerned may request time not exceeding twentyfour months in which to make up all or part of any refund then still outstanding, subject to the provisions of sub-paragraph iv).

5.2 Non-refund of previous pension payments

Example illustrating the application of Article 5, paragraph 2, last sub-paragraph:

i) First pension paid from age 60 to 62: $\left(T' \times \frac{37}{100}\right)$

reduced pursuant to Article 8.4

(T' = salary used as basis of calculation)
(20 reckonable years of service at 1.85%)

ii) Second period of work from age 62 to 66: $\left(T'' \times \frac{7.4}{100}\right)$

(T'' = salary used as basis of calculation at age 66)
(4 reckonable years of service at 1.85%) / leaving allowance

Total Pension

(i) + (ii) = $\left[\left(T' \times \frac{37}{100}\right) \times \frac{90}{100}\right] + \left[\left(T'' \times \frac{7.4}{100}\right)\right]$

i.e. $0.37T' - 0.037T' + 0.074T''$

iii) In the final calculation of the total pension, the pension between brackets

$$\left[\left(T' \times \frac{37}{100}\right) \times \frac{90}{100}\right]$$

has now been reduced pursuant to Article 5, paragraph 2, and not Article 8, paragraph 4; the

[54] Accordingly, the interest rate decided by Council is 5.5% per annum.

pension as stated in (i) above is reduced to 90%

$\left(2 \times \frac{5}{100}\right)$ *i.e. 10%*

5.3 Termination of service at a lower grade

For the implementation of Article 5, paragraph 3 of the Rules, the calculation shall be made as illustrated below:

i) On previous termination of service (or at highest point in career before downgrading):

10 years of service, grading on departure, EL1/3 = theoretical final salary: 100 = T'

i.e. 10 years of reckonable service.

ii) On final termination of service:

10 years served in second period, grading on departure, PAL7/3 = theoretical final salary: 75 = T"

the reckonable service in respect of the second period will thus be reduced in the ratio:

$$\frac{T''}{T'} = \frac{75}{100}$$

i.e. 7.5 reckonable years.

iii) Total: 10 + 7. 5 = 17. 5 years of reckonable service.

iv) Total pension will be calculated on the basis of:

T' = 100 x 17. 5 reckonable years of service.

5.4 Crediting of service completed as a temporary staff member before appointment as an official

i) Application to be credited with service as a temporary staff member completed before appointment as an official must be made no later than six months after confirmation of the said appointment following a successful probationary period.

ii) Persons entitled under deceased officials may not apply to be credited in their place for service to which this Instruction applies.

iii) Service shall be credited subject to payment of a contribution equal to 2.22 times the rate of the contribution referred to in Article 41 as calculated on the basis of the first monthly salary upon affiliation to the scheme and multiplied by the number of months of service in respect of which rights are credited, a pro rata deduction being made, where appropriate, for part-time service. First monthly salary here means the salary corresponding to full-time employment in the grade and step of officials concerned, whether they are recruited on a full-time or a part-time basis. Such payment may be made by instalments in the form of monthly deductions from emoluments, commencing not later than the end of the relevant period referred to in sub-paragraph i) above and spread over a period not exceeding the duration of the previous service so credited. Interest at the same rate as the one referred to in Instruction 5.1, sub-paragraph ii) shall be due in respect of any part of the payments which is deferred beyond such period at the request of the official. If, at the date on which any benefit under the TPS is awarded, such payments have not been completed, the balance still due shall be deducted from the benefits to be paid, where necessary by instalments.

iv) On making their application to credit such service as aforesaid, officials shall be required to consent to the Organisation's having first claim on any capital sums payable in the event of their death or invalidity or of the termination of their service, to the extent of any amounts then still outstanding in respect of crediting such service.

v) In the event of the termination of their service, officials or persons entitled under them may request time not exceeding twelve months in which to make up any amount then still outstanding, subject to the provisions of sub-paragraphs iii) and iv) above.

Article 6 – Reckonable years of service

1. The benefits provided for under these Rules shall be calculated by reference to reckonable years of

service consisting of:

i) service calculated in accordance with Articles 4 and 5;

ii) service credited in accordance with Article 12, paragraph 1.

2. Incomplete years of reckonable service shall be taken into account on the basis of one-twelfth of a year for each whole month of service. For benefit calculation purposes the period remaining shall be treated as a whole month if it is equal to or more than 15 days. However, the period remaining shall not be taken into account for the purpose of calculating the 5 years of service required for entitlement to the retirement pension provided for in Article 7.

3. In the case of part-time work:

i) reckonable years of service shall be calculated in accordance with the ratio between the working hours corresponding to part-time service and the official number of hours for full-time work in the Organisation;

ii) however, reckonable years of service shall not be reduced when officials authorised to work part-time have contributed to the TPS on the basis of full-time work, by paying, in addition to their personal contribution to the TPS for the part corresponding to their part-time work, a contribution equal to 2.22 times the rate of contribution mentioned in Article 41, paragraph 3, on the difference in salary between their part-time work and the corresponding full-time work, under the provisions laid down by Instruction.

Instructions

6.1 Fractions of a month

Any fraction of less than thirty days remaining after aggregating periods of service shall be treated as a whole month if it is equal to or more than fifteen days and disregarded if it is less than fifteen days.

6.2 Non reduction of reckonable years of service

Officials authorised to work part-time may request to contribute to the TPS on the basis of full-time work, provided that these periods are not taken into account by another employer for the purposes of a pension scheme and the amount of the supplementary contribution referred to in Article 6, paragraph 3 ii) is paid in accordance with the provisions of Article 41, paragraph 2. Officials should make their request not later than the eighth day following the beginning of the period for which they are authorised to work part-time. This request shall be final unless an exceptional derogation is granted by the Secretary-General upon receipt of a duly justified request from the officials concerned.

Article 6bis - Part-time service - effects on the calculation of entitlement

1. Where at the time of termination of their service officials were working part-time, the salary taken into account in calculating their pension entitlement shall be that payable for full-time work at their grade and step as provided in these Rules.

2. However, when officials terminating their service in the circumstances described in paragraph 1 above had been recruited to serve on a part-time basis, or authorised to work part-time for an indefinite period or for a fixed-term renewable by tacit agreement and if the provisions of Article 6, paragraph 3 ii) are not applied, the rate of the invalidity pension provided for in Article 14, paragraph 2, and the minimum and maximum amounts that apply, shall be set in accordance with the provisions laid down by Instruction.

Instructions

6bis.1/1 Benefit payable to officials who have only worked part-time

For the purposes of calculating the benefit payable under Article 6 bis, paragraph 2, to officials who have only worked part time, the following shall be reduced by an amount corresponding to the ratio between the number of hours actually worked and the Organisation's normal working hours for full-time work:

i) the maximum rate of retirement pension provided for under Article 10, paragraph 2 and the

maximum amount of retirement pension provided for under Article 10, paragraph 3;

ii) the rate of invalidity pension under Article 14, paragraph 2, and the minimum amount of invalidity pension provided for under Article 14, paragraph 4;

iii) the maximum amount of invalidity pension provided for under Article 14, paragraph 4, and the salary referred to in Article 15;

iv) the minimum amounts of survivor's pension provided for under Article 19, paragraph 3;

v) the amount of the reversion pension provided for under Article 19, paragraphs 4 and 5;

vi) the minimum amounts of orphan's pension provided for the first beneficiary under Article 24, paragraphs 3 and 4, as well as the increases provided for under Article 24, paragraphs 3 and 4, for orphans in respect of the second and every further beneficiary;

vii) the amount of the dependant's pension provided for under Article 25, paragraph 2;

viii) the ceiling for benefits payable to survivors and orphans as defined in Article 29.

6bis.1/2 Benefit payable to officials who, at the time of termination of their service, are working part-time for an indefinite period or for a fixed period renewable by tacit agreement, having previously worked full-time

a) For the purposes of calculating the benefit payable under Article 6bis, paragraph 2 to an official authorised to work part-time for an indefinite period or for a fixed period renewable by tacit agreement, the following shall be reduced in accordance with the ratio between the number of hours actually worked and the official number of hours for full-time work:

i) the rate of invalidity pension under Article 14, paragraph 2, as well as the minimum amount of invalidity pension provided for under Article 14, paragraph 4, and, for those periods of part-time service, the maximum amount of invalidity pension provided for under Article 14, paragraph 4;

ii) the minimum amounts of survivor's pension provided for under Article 19, paragraph 3;

iii) the amount of the reversion pension provided for under Article 19, paragraphs 4 and 5;

iv) the minimum amounts of orphan's pension provided for the first beneficiary under Article 24, paragraphs 3 and 4, as well as the increases provided for under Article 24, paragraphs 3 and 4 for the second and every further beneficiary of an orphan's pension;

v) the amount of the dependant's pension provided for under Article 25, paragraph 2.

b) However, when officials fulfil the conditions laid down in Article 7 at the date from which they are authorised to work part-time for an indefinite period or for a fixed period renewable by tacit agreement, the benefit resulting from the application of the provisions of paragraph a) above, may not be less than that to which they or their authorised representatives would have been entitled had they ceased working for the Organisation at that date for a reason other than invalidity or death.

CHAPTER II - RETIREMENT PENSION AND LEAVING ALLOWANCE

SECTION 1: RETIREMENT PENSION

Article 7 – Conditions of entitlement

1. Officials who have completed a minimum of five years of service in the Organisation, within the meaning of Article 4, shall be entitled to a retirement pension unless they opted to forego such retirement pension in favour of a leaving allowance pursuant to Article 11 paragraph 2.

2. For the implementation of the condition of length of service referred to in paragraph 1 above, periods of service in respect of which contributions to the Defined Benefit Funded Pension Scheme of the ECMWF and/or to the Third Pension Scheme (TPS) of any Co-ordinated Organisations have been paid and for which the staff member has benefited from an inward transfer of pension rights, under the provisions laid down in Article 12, paragraph 1 and its implementing instructions, shall also be taken into account.

Instructions

7.1/1 Service for the purposes of Article 4

For the purposes of Article 4, service as an official shall be:

- *periods served in respect of which the official's contributions to the TPS have been paid in accordance with Article 5, paragraphs 1 and 5;*
- *periods referred to in Article 16, paragraph 3, in accordance with Article 4, paragraph 4.*

7.1/2 Part-time service

Without prejudice to Article 6, paragraph 3 i), periods of part-time service shall be considered periods of full-time service within the meaning of Article 7.

Article 8 - Age of entitlement (pensionable age), deferred or early pension

1. Officials shall become eligible for a retirement pension at the age of 66 (pensionable age)[55]. This pensionable age shall be reviewed decennially.

2. Pension rights shall continue to accrue to officials continuing to be employed after pensionable age, but their pension shall not exceed the maximum amount laid down in Article 10, paragraph 2.

3. Where officials cease their functions before reaching the pensionable age applicable to them, payment of their retirement pension shall be deferred until they reach that age.

4. However, officials[56] may request early payment of their pension before they reach the pensionable age applicable to them as from age 60[57].

The minimum age at which an early pension can be drawn shall be reviewed decennially.

When officials request early payment of their pension, the amount of their retirement pension shall be affected by reduction coefficients. This reduced amount shall correspond to a proportion of the pension the officials would have received, had their pension been assessed on the applicable pensionable age, as determined in the table below:

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55 Notwithstanding Article 8, paragraph 1, the pensionable age applicable to officials who were formerly affiliated to the NPS and opted in to the TPS pursuant to Article 1, paragraph 2 c) shall be determined in accordance with Appendix 1 to these Rules.

56 Or former officials.

57 Notwithstanding Article 8, paragraph 4, the minimum age at which an early pension can be drawn, that is applicable to officials who were formerly affiliated to the NPS and opted in to the TPS pursuant to Article 1, paragraph 2 c), shall be determined in accordance with Appendix 1 to these Rules.

Age when assessing the early payment of the pension	Ratio between the amount of the early payment of the pension and the amount of the pension at the pensionable age
60	73.57%
61	77.22%
62	81.14%
63	85.35%
64	89.87%
65	94.74%
66	100%

An actuarial study of the reduction coefficients used in this table, based in particular on the relevant data from the study provided for in Article 41 on the contribution rate of officials, shall be carried out at the same intervals as this latter study.

5. Where the Organisation terminates the appointment of officials, the reduction coefficient applicable to early payment of their pension shall be 3% a year between the age of 63 and the pensionable age applicable to them. However, this provision does not apply when the Organisation terminated the appointment as a result of disciplinary action or for unsatisfactory service.

Instruction

8.1 Method of reducing pension - Early pension

i) Early retirement pension shall be calculated as follows:

- *if the pension that would be due with no reduction at pensionable age is lower than the minimum rate prescribed in Article 10, paragraph 3, it shall be brought up to that minimum rate and the reduction provided for in Article 8, paragraphs 4 and 5, shall then be applied to it;*
- *if the pension that would be due with no reduction at pensionable age is higher than the aforesaid minimum rate, the reduction shall be applied to it even if the result is lower than that minimum.*

ii) The reductions provided for in Article 8, paragraphs 4 and 5, shall be applied by reference to whole years, no account being taken of months.

iii) Family allowances shall be paid and calculated in accordance with the provisions of the Instructions of Article 28.

iv) Under the conditions laid down in Article 8 and in this Instruction, an early pension may be requested at any time once the official's service has terminated and the official has reached the applicable minimum age for drawing an early pension. Such requests must be in writing and dated.

v) Subject to the provisions of Article 5, paragraph 2, payments shall begin, irrevocably, on the first of the month following the date on which the request was made.

Article 9 - Commencement and cessation of entitlement

1. Entitlement to payment of a retirement pension shall commence on the first day of the month following that in which the person concerned became eligible for payment of the pension and requested it. Except in cases of force majeure, such request shall not have a retroactive effect.

2. Entitlement shall cease at the end of the month in which the pensioner dies.

Article 10 – Rate of pension

1. The amount of the retirement pension shall be, per reckonable year of service within the meaning of Article

6, obtained by multiplying the salary corresponding to the last grade held by officials for not less than one year before the cessation of their appointment, and the last step held in that grade, by:

- 1.85% for the first 30 reckonable years of service;
- 1.45% for service over 30 reckonable years of service.

2. The maximum rate of the pension shall be 70 % of this salary, subject to the provisions of paragraph 3 below.

3. The amount of the retirement pension shall not be less than 1.85% of the salary for grade GA3/1, per reckonable year of service credited pursuant to Article 6; it may not, however, exceed the official's last salary as defined in Article 3.

Instructions

10.1/1 Part-time service

The minimum rate of the retirement pension shall be calculated on reckonable years of service, to be taken into account where applicable in fractions corresponding to any part-time service in accordance with Article 6, paragraph 3 i); this minimum shall therefore be equal to 1.85% of the salary for grade GA3/1, per reckonable year of service thus credited.

10.1/2 Termination of service at lower grade

In cases where Article 5, paragraph 3 is applied, the minimum rate of the retirement pension shall be equal to 1.85% of the salary for grade GA3/1, per reckonable year of service, without any reduction.

Article 10 BIS – Partial lump sum at retirement

1. When officials[58] request payment of their retirement pension, they may opt to receive part of their retirement pension in the form of a lump sum.

2. Officials may opt to receive up to 33% of their retirement pension in the form of a partial lump sum provided that, at the time of the request, the remaining amount of the retirement pension is no lower than that specified under Article 10, paragraph 3.

3. The value of the partial lump sum shall be calculated in accordance with provisions laid down by instructions of the Secretary-General.

4. Former officials who are benefitting from an invalidity pension when they request payment of their retirement pension shall not be eligible to receive part of their retirement pension in the form of a partial lump sum.

Instructions

10bis.1/1 Request and payment of the partial lump sum at retirement

a) The partial lump sum at retirement provided for under Article 10bis may only be requested once, when the request for payment of the retirement pension is made, and shall be paid in one instalment.

b) The partial lump sum shall only be requested in multiples of 1% of the retirement pension.

10bis.1/2 Calculation of the partial lump sum

The partial lump sum paid to officials at retirement shall be calculated by multiplying the percentage of retirement pension to be converted by the notional lump sum amount determined under Instruction 10bis.1/3 below.

10bis.1/3 Notional lump sum amount

a) The notional lump sum amount referred to in Instruction 10bis.1/2 above shall be determined by multiplying the official or former official's annual retirement pension by the applicable factor as

[58] Or former officials requesting the payment of their deferred pension.

indicated in the table below[59]

Age when assessing the payment of the pension	Factor
60	14.8958
61	14.5578
62	14.2117
63	13.8574
64	13.4954
65	13.1255
66	12.7483
67	12.3640

b) In case officials request early payment of their pension, the amount of annual retirement pension referred to in paragraph a) above shall be the amount of retirement pension as affected by reduction coefficients in accordance with Article 8, paragraph 4.

10bis.1/4 Former officials who have opted for a partial lump sum and are affiliated to the Organisation's medical and social system

For those former officials affiliated to the Organisation's medical and social system under Rule 17/1.2, the pension referred to under Instruction 117/1.15.1 shall be the retirement pension prior to converting any part of the retirement pension for a lump sum under this Article.

[59] Notwithstanding Instruction 10bis.1/3, the table applicable to officials who were formerly affiliated to the NPS and opted in to the TPS pursuant to Article 1, paragraph 2 c) is set out under Appendix 1 to these Rules.

SECTION 2: Leaving allowance

Article 11 – Leaving allowance

1. Officials whose service ceases otherwise than by reason of death or invalidity and who are not entitled to a retirement pension nor to the benefit of the provisions of Article 12, paragraph 2 shall be entitled on leaving to payment of an amount equal to 2 times their rate of contribution as applied to their last annual salary, multiplied by the number of reckonable years of service credited within the meaning of Article 6, paragraph 1, i)[60].

2. Notwithstanding Article 7, officials whose service ceases otherwise than by reason of death or invalidity and who have completed between five and ten years of service in the Organisation, within the meaning of Article 4, may opt to forego a retirement pension in favour of a leaving allowance, calculated in accordance with paragraph 1 above. Officials' choice to forego a retirement pension in favour of a leaving allowance shall be irrevocable.

3. The reckonable years of service credited in accordance with Article 12, paragraph 1 shall not be taken into account for the calculation of the leaving allowance but shall give rise to the payment of an actuarial equivalent calculated in accordance with Article 12, paragraph 2, unless the amounts initially transferred are refunded to the pension scheme concerned.

4. Officials who are re-appointed by the Organisation after having received a leaving allowance must pay it back if the period during which they were not employed by the Organisation, in whatever capacity, is less than 12 months.

Instructions

11.1/1 Last annual salary

"Last annual salary" shall be construed to mean the salary, as defined in Article 3, corresponding to officials' last grade and step, according to the scales in force at the time their service terminates, multiplied by twelve.

11.1/2 Rate of contribution

In the case the rate of contribution is reviewed over the periods of service for which contributions to this Pension Scheme were paid pursuant to Article 4, the coefficient of 2 mentioned in Article 11, paragraph 1 is applied to the successive contribution rates, prorata temporis.

11.1/3 Officials whose service terminates at the end of a period of unpaid leave

When final termination of service occurs at the end of a period of unpaid leave during which no contributions were made to the TPS, the amounts stipulated in Article 11 shall, notwithstanding Instruction 11.1/1, be calculated on the basis of rights acquired and salary at the date of commencement of that period, without any subsequent adjustment or interest.

11.1/4 Compulsory repayment of the leaving allowance

Officials who have received a leaving allowance as provided in Article 11, paragraphs 1 and 2, but whose service has not terminated according to Article 11, paragraph 4, shall repay the whole leaving allowance received upon their previous appointment, in accordance with the provisions laid down in Instruction 5.1 sub-paragraphs v) to vii). The time limit for application set out in Instruction 5.1 i) shall not apply.

[60] See Article 33, paragraph 7.

SECTION 3: INWARD AND OUTWARD TRANSFER OF PENSION RIGHTS

Article 12 – Inward and outward transfer of pension rights

1. Officials who enter the service of the Organisation may arrange for payment to the Organisation in accordance with the provisions laid down by Instruction, of any amounts corresponding to the retirement pension rights accrued under the pension scheme to which they were previously affiliated in so far as those schemes allow such transfers. In such cases, the Organisation shall determine, by reference to the provisions laid down by Instruction, the number of years of reckonable service with which the official shall be credited under the present scheme.

2. Officials who leave the service of the Organisation to enter the service of a government administration or of a national or international organisation, which has entered into an agreement[61] with the Organisation, shall be entitled to transfer to the pension fund of that administration or organisation:

   - either the actuarial equivalent of their retirement pension rights accrued under these Rules, such equivalent being calculated in accordance with the provisions laid down by Instruction;
   - or, in the absence of such rights, the amounts provided under Article 11.

Instructions

12.1 Inward transfer of previously accrued rights

a) Previous periods of affiliation to a pension scheme

i) Reckonable years of service shall be credited pursuant to Article 12, paragraph 1, subject to the conditions set out in this Instruction, in respect of a period of affiliation to the last pension scheme prior to appointment in the Organisation or to any pension scheme of an international organisation, in so far as those schemes allow such a transfer. Such affiliation may cover periods served in several administrations, organisations or firms, on condition that all these rights have been taken into account by the pension scheme of the last administration, organisation or firm before appointment in the Organisation.

ii) An amount shall be taken into account under this Instruction only if it has been certified by the previous pension scheme as being the amount of the actuarial equivalent of retirement pension rights or a capital payment in respect of rights to a pension or rights under a provident scheme (excluding compensation for dismissal or a leaving gratuity), and it must represent the total amounts paid to the official concerned by the previous pension scheme in question. The "total amounts paid" shall be taken to mean the amounts representing the total rights transferable to the Organisation. Officials shall not be entitled to transfer only part of their accrued rights where that part is not equal to the transferable maximum.

b) Amounts taken into account

For the purpose of calculating the reckonable years of service credited under Article 12, paragraph 1, the amounts indicated in sub-paragraph a) ii) above shall be taken into account, as calculated by the previous pension scheme - as a capital sum, and with interest where applicable - as at the date

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61 The list of Organisations/administrations who have signed an agreement for transferring pension rights with the OECD:
- The World Trade Organization (WTO) (entry into force 07.06.2002);
- The European Patent Office (EPO) (entry into force 17.06.2005);
- United Nations Joint Staff Pension Fund (UNJSPF) (entry into force 01.01.2007);
- The European Central Bank (ECB) (entry into force 01.01.2007);
- Greece (entry into force 11.12.2007);
- The European Union (entry into force 01.11.2008);
- The European Organisation for the Safety of Air Navigation (EUROCONTROL) (entry into force 01.09.2009);
- Belgium (entry into force 01.12.2009);
- Netherlands (entry into force 06.03.2012);
- European Investment Bank (entry into force 01.11.2015).

on which they are paid to the Organisation[62]; any conversion into the currency of the salary paid by the Organisation shall be made at the rate of exchange in force on that date.

c) Calculation of reckonable years of service

The number of reckonable years of service to be credited under Article 12, paragraph 1, shall be calculated on the basis of the table annexed to this Instruction, by dividing the amounts taken into account under paragraph b) above by the coefficient corresponding to the age of the official concerned as at the date of payments of the amounts, and then by dividing the resultant amount by the theoretical value of a reckonable year of service (1.85% of the annual basic salary), established on the basis of the salary corresponding to the official's grade and step as at the date of payment of the amounts.

d) Maximum number of reckonable years of service

Taking such reckonable years of service into account shall not have the effect of bringing the total pension up to more than the maximum rates prescribed in Article 10.

e) Time limits for application and revocation

Failing any special provisions in a reciprocal transfer agreement entered into by the Organisation, application for the amounts referred to in paragraph b) above to be taken into account by the Organisation shall be made in writing:

i) either within 6 months from the date of notification of confirmation of the appointment after a successful probationary period;

ii) or within twelve months from the date on which the previous pension scheme allowed such transfers. The application to transfer pension rights may be revoked by the official concerned at any time before the payments provided for in paragraph b) above have been made in accordance with paragraph f) below.

The application to transfer pension rights shall be null and void if the payments provided for in paragraph b) above have not been made at the time of the official's termination of service.

f) Time limit for payment

Payment of the amounts referred to in paragraph b) above shall be made:

- *within three months after the expiry of the time limit prescribed in paragraph e) above, if the person concerned has actually received such amounts from their previous employer;*
- *on receipt of such amounts from the previous employer in other cases. Payment to the Organisation shall be made in the currency -or its equivalent value at the rate of exchange in force on the date of actual payment to the Organisation- in which the amounts referred to in paragraph b) above have been or will effectively be paid by the previous pension scheme.*

12.2 Transfer of pension rights to an outside scheme

a) Time limit for application

i) Application for transfer of pension rights under Article 12, paragraph 2 must be made by officials to the Organisation, within six months after their definitive appointment by the new administration or organisation referred to in Article 12, paragraph 2.

ii) If the Organisation is unable to conclude with the new administration or organisation referred to in Article 12, paragraph 2, an agreement for such transfer on terms which it considers satisfactory, it shall confine itself to making immediate payment of the amounts referred to in Article 11, paragraph 1, or to immediate or deferred payment of a retirement pension.

b) Conditions as to transfer

The amounts referred to in Article 12, paragraph 2 may be transferred only to the pension fund of the administration or organisation referred to in Article 12, paragraph 2, that is to say, to the statutory or

[62] The accrued rights are invariably rights which are not yet due or the actuarial equivalent thereof.

contractual pension scheme in force in that administration or organisation.

c) Calculation of amounts to be transferred

The actuarial equivalent of the retirement pension rights referred to in Article 12, paragraph 2 shall be calculated on the basis of the table annexed to this Instruction, the annual pension acquired in the Organisation (1.85% of the annual basic salary per reckonable year of service for the first 30 years of service and 1.45% of the annual basic salary per reckonable year of service thereafter), established on the basis of the salary scale in force at the date on which officials cease their functions - being multiplied by the coefficient corresponding to the age of the official at that date.

ANNEX TO INSTRUCTIONS 12.1 c) AND 12.2 c)

Annex I – Updated Article 12 actuarial coefficients for the TPS with NEP career progression

Age	NRA 66
20	14.5751
21	14.3565
22	14.1417
23	13.9304
24	13.7228
25	13.5722
26	12.9104
27	12.9321
28	12.5949
29	12.3917
30	12.3420
31	11.8973
32	11.8315
33	11.5672
34	11.4955
35	11.1881
36	11.1098
37	11.1919
38	11.0648
39	11.0797
40	11.0310
41	11.1026
42	11.3115
43	11.3496
44	11.5349
45	11.6303
46	11.8081
47	11.9745
48	12.1383
49	12.3741
50	12.5263
51	12.6962
52	12.9725
53	13.2785
54	13.6097
55	13.7020
56	14.0652
57	14.3417
58	14.5328
59	14.8086
60	15.2449
61	15.6287
62	15.8446
63	16.1509
64	16.4369
65	16.8192
66	17.1540

Table established on the basis of the assumptions used for the review of the staff contribution rate as from 1st January 2025.

Annex II – Updated Article 12 actuarial coefficients for the TPS without career progression (transitional measures)

Age	NRA 66
20	5.0265
21	5.1745
22	5.3271
23	5.4843
24	5.6464
25	5.8468
26	5.8254
27	6.1234
28	6.2515
29	6.4498
30	6.7389
31	6.7981
32	7.0709
33	7.2257
34	7.5093
35	7.6383
36	7.8740
37	8.1668
38	8.3087
39	8.5649
40	8.7773
41	9.0395
42	9.3576
43	9.5368
44	9.8479
45	10.0873
46	10.3837
47	10.6492
48	10.9172
49	11.2566
50	11.5243
51	11.7896
52	12.1318
53	12.5065
54	12.9100
55	13.0884
56	13.5129
57	13.8354
58	14.0772
59	14.4039
60	14.8908
61	15.3249
62	15.5911
63	15.9489
64	16.2892
65	16.7280
66	17.1228

Table established on the basis of the assumptions used for the review of the staff contribution rate as from 1st January 2025, applicable to staff having previously benefited from an inward transfer of pension rights before 1st May 2026.

Last update: May 2026

CHAPTER III - INVALIDITY PENSION

Article 13 - Conditions of entitlement - Invalidity Board

1. Subject to the provisions of Article 2, an invalidity pension shall be payable to officials who are under the age limit applicable to them, as laid down in the Staff Regulations and Rules of the Organisation and who, at any time during the period in which pension rights are accruing to them, are recognised by the Invalidity Board defined below to be suffering from permanent invalidity which totally prevents them from performing their functions or other functions corresponding to their experience and qualifications which may have been proposed to them by the Organisation.

2. The Invalidity Board shall consist of three medical practitioners, the first two being appointed by the Organisation and the official, respectively, and the third one selected jointly by the first two. Cases shall be submitted to it by the Organisation either on its own initiative or at the request of the official concerned.

Instructions

13/1 Period of non-activity

i) The invalidity pension shall not be payable if it results from an illness or accident occurring during unpaid leave or a period of non-active status which did not give rise to contributions to the TPS (leave for personal reasons, military service).

ii) On the other hand, it shall be payable if the events mentioned above occur during a period of non-active status which follows a period of sick leave, and during which the officials are in receipt of an allowance for temporary incapacity; in such event, they shall continue to pay contributions to the TPS in accordance with Instruction 4.1/1 i). The same shall apply to any periods of unpaid leave provided for under Instruction 4.1/1 ii).

13/2 Invalidity Board

Tasks of the Invalidity Board

a) Subject to the provisions of Article 2, the tasks of the Invalidity Board are:

i) to ascertain whether an official is suffering from invalidity within the meaning of Article 13, paragraph 1.

ii) when an incident is recognised by the Organisation as falling within the scope of Article 14, paragraph 2 (work accident, occupational disease or public spirited act), to decide to what extent the official's invalidity is the result thereof;

iii) to decide whether, following an examination under Article 16, the former official no longer fulfils the conditions for entitlement to an invalidity pension.

Secretariat of the Invalidity Board

b) The Organisation shall appoint an official as secretary of the Invalidity Board. Secretariat services may also be provided by the Organisation's Medical Officer, who shall be given any required administrative assistance.

Convocation and composition of the Invalidity Board

c) When the Invalidity Board is to be convened at the request of officials, the request shall be addressed to the Head of Human Resource Management: it must include their formal application to be declared a permanent total invalid and give the name of the medical practitioner who is to represent their interests on the Invalidity Board. The request may be accompanied by a medical file, under separate confidential cover, for the attention of the Organisation's Medical Officer. Upon receipt of this request the Head of Human Resource Management shall forward it to the Organisation's Medical Officer with a request to contact the medical practitioner nominated by the official concerned. Officials must ask their medical practitioner to forward to the Organisation's

Medical Officer all medical evidence in support of their application. Within 30 calendar days following receipt of the official's request, the Head of Human Resource Management shall inform the medical practitioner nominated by the official of the name of the medical practitioner who will represent the Organisation on the Invalidity Board.

d) When the Invalidity Board is to be convened at the request of the Organisation, the Head of Human Resource Management shall notify the officials concerned accordingly and ask them to make their observations, if any, and to nominate a medical practitioner to represent them on the Board, within 30 calendar days following receipt of the said notification.

This notification shall also state the name of the medical practitioner who will represent the Organisation on the Invalidity Board.

The Head of Human Resource Management shall ask the officials concerned to forward all medical documents concerning them to the medical practitioner representing the Organisation.

e) If one of the parties has not nominated a medical practitioner to represent it on the Invalidity Board within the prescribed time-limit, the other party shall ask the Chairperson of the Administrative Tribunal of the Organisation to appoint such a medical practitioner as soon as possible. The Chairperson may, for this purpose, consult a list drawn up by:

- *a national judicial body, or*
- *the Medical Council, or*
- *failing this, another national body of the duty station or home country of the official concerned.*

f) The third medical practitioner shall be selected by the other two within 30 calendar days at the most following notification of their names to the parties; failing agreement on this nomination within the prescribed time, the Chairperson of the Administrative Tribunal of the Organisation shall nominate, at the request of either party, this third medical practitioner in accordance with the procedure set out in the above paragraph.

Meeting of the Invalidity Board

g) The Invalidity Board shall meet at the latest within 60 calendar days following the appointment of the third medical practitioner.

h) The Invalidity Board shall have at its disposal:

i) an administrative file submitted by the Head of Human Resource Management containing, in particular, an indication of the job occupied by the official concerned in the Organisation together with a description of the functions and of any functions proposed to the official by the Organisation corresponding to the official's experience and qualifications, so that the Board can give its opinion as to whether the official concerned is incapable of carrying out those functions. This file shall also specify whether the application to be declared an invalid is likely to fall within the scope of Article 14, paragraph 2. Before being forwarded to the Invalidity Board, the foregoing particulars shall be communicated to the official by the Head of Human Resource Management for written comments, if any, to be sent to the Human Resource Management Service within 15 calendar days following their receipt.

ii) a medical file containing the report presented by the medical representative of the party - the Organisation or the official - that has asked for the Board to be convened, and, if appropriate, the medical report presented by the other party, as well as any reports or certificates from the official's medical practitioner or from practitioners whom the parties have consulted. This medical file shall also contain details of the length of absences of the official concerned which have provided grounds for the Board to be convened, as well as the nature of the disability on which the Board is asked to give a ruling. All these reports, documents and certificates must be communicated to the three medical practitioners.

i) The proceedings of the Invalidity Board shall be secret. The Board may ask to hear the official concerned. It may also ask said official to undergo an additional medical examination by a medical practitioner appointed by the Board.

j) The cost of the meeting of the Invalidity Board shall be met by the Organisation. The Organisation shall bear the fees and the travel expenses - the latter calculated according to the rules applicable to officials - of the medical practitioner representing the official only when this practitioner lives in the country of the official's last duty station, or home country if the official is living there at the time of the establishment of the lasting nature of their disability, or in the country of residence of the former official concerned.

k) The findings of the Invalidity Board shall be determined by a majority vote. They shall be final except in the case of obvious factual errors and without prejudice to the competence of the Administrative Tribunal of the Organisation.

Findings under Article 13, paragraph 1 or Article 14, paragraph 2

l) The findings of the Invalidity Board shall state:

- *whether or not the official concerned suffers from permanent invalidity which totally prevents that person from performing their functions or any functions proposed to them by the Organisation corresponding to their experience and qualifications.*
- *Whether the invalidity results from an incident recognized by the Organisation as falling within the scope of Article 14, paragraph 2 (work accident, occupational disease or public-spirited act);*
- *the date on which the disability became lasting; this date may be prior to the date of the meeting of the Invalidity Board.*

Findings under Article 16

m) Where the Board meets under Article 16, the findings of the Board shall state:

- *whether the former official is incapable of performing the functions attaching to their former functions or any functions proposed to them by the Organisation corresponding to their experience and qualifications; or,*
- *whether it has been found that the former official is no longer an invalid.*

13/3 Decision of the Secretary-General

Decision under Article 13, paragraph 1, or Article 14, paragraph 2

a) In accordance with the findings of the Invalidity Board and without prejudice to the competence of the Administrative Tribunal of the Organisation, the Secretary-General shall decide either:

i) to grant to the official concerned an invalidity pension under Article 13, paragraph 1, or Article 14, paragraph 2; this decision shall specify the date on which the pension takes effect; or,

ii) not to recognise the official as an invalid within the meaning of the Rules.

Decision under Article 16

b) In accordance with the findings of the Invalidity Board and without prejudice to the competence of the Administrative Tribunal of the Organisation, the Secretary-General shall decide either:

i) to continue payment of the invalidity pension to the former official; or

ii) no longer to recognise the official as an invalid within the meaning of the Rules and to terminate such payment, at a date which may not be prior to the meeting of the Board, in accordance with the conditions provided for in Instruction 16/3.

Obvious factual error

c) In the event of an obvious factual error, the Secretary-General shall again refer the case to the Invalidity Board.

Notification of the decision of the Secretary-General

d) Within 30 calendar days of receipt of the findings of the Invalidity Board, the Secretary-General shall notify his decision in writing, together with the findings of the Invalidity Board, to the official or former official.

Article 14 - Rate of pension

1. Subject to the provisions of Article 5, paragraph 3, the invalidity pension shall be equal to the retirement pension to which officials concerned would have been entitled at the age limit applicable to them, as laid down in the Staff Regulations and Rules of the Organisation if they had continued to serve until that age, the requirement for a minimum of five years of service under Article 7 not being applicable.
2. However, where the invalidity arises from an accident in the course of the performance of their functions, from an occupational disease, from a public-spirited act or from risking their life to save another human being, the invalidity pension shall be 70 per cent of salary. In the event of invalidity resulting from a cause other than these, the invalidity pension provided for in this paragraph may not be less than the invalidity pension which would be payable under paragraph 1 of this Article.
3. The salary used as a basis for the calculation of the invalidity pension referred to in paragraphs 1 and 2 above shall be the salary for the grade and step held by the official concerned in accordance with the scales in force at the date laid down in Article 17, paragraph 1.
4. The invalidity pension shall not be less than 120 per cent of the salary for grade GA1/1, but may not be more than the last salary, such salaries being those which appear in the scales in force at the date laid down in Article 17, paragraph 1, subject to any adjustments provided for under Article 36.
5. In the case of invalidity deliberately brought about by officials, the Organisation shall decide whether they should receive an invalidity pension or only a retirement pension or a leaving allowance, depending on their length of effective service.

Instructions

14.1 Part-time Service

Where officials working part time are found to be suffering from invalidity and the provisions of Article 6, paragraph 3 ii) are not applied, the period subsequent to the date on which they are recognised as unfit for service shall, for the purposes of calculating the invalidity pension provided for under Article 14, paragraph 1, be counted as a period of part-time work in the cases referred to in paragraph 2 of Article 6bis.

14.2 Work accident and occupational disease

For the purposes of Article 14, paragraph 2, reference shall be made to the Rules applicable in the Organisation for the definition of the risks of work accident and occupational disease.

Article 15 - Concurrent earnings

1. Where persons in receipt of an invalidity pension are nevertheless gainfully employed, this pension shall be reduced by the amount by which their pension together with the remuneration they receive for the said employment exceeds the salary for the highest step in the grade they held at the time of their being recognised invalid.
2. This reduction shall apply only up to the age limit applicable to them, as laid down in the Staff Regulations and Rules of the Organisation.

Instruction

15.1 Double entitlement to an invalidity pension and other income

a) By gainful employment under Article 15 is meant any remunerated activity[63] outside the Organisation, as well as a remunerated activity with the Organisation, including as temporary staff member, or as an expert or intellectual service provider in receipt of fees.

b) Persons in receipt of an invalidity pension shall immediately notify the Organisation of any gainful, non-occasional remunerated activity. In addition, they shall inform the Organisation of the total amount of remuneration they received during the preceding calendar year, the reduction referred to

[63] Including self-employed professional activity.

in Article 15 thus being calculated on a monthly basis.

Express mention of this obligation shall be made in the decision notifying the award of an invalidity pension.

Article 16 - Medical examination - termination of pension

1. While persons receiving an invalidity pension are still under the age limit applicable to them, as laid down in the Staff Regulations and Rules of the Organisation, the Organisation may have them medically examined periodically to ascertain that they still satisfy the conditions for entitlement to such pension, in particular having regard to any new functions corresponding to their experience and qualifications which may have been proposed to them by the Organisation.
2. When a person receiving an invalidity pension who has not reached the said age limit ceases to satisfy the conditions for entitlement to the invalidity pension, the Organisation shall terminate that pension.
3. The time during which the persons concerned have received their invalidity pension shall then be reckoned, without payment of back contributions, for the calculation of the leaving allowance or retirement pension, as the case may be.

Instructions

16/1 Suspension of Invalidity Pension

If the recipient of an invalidity pension fails to submit to medical examination as prescribed by the Organisation, payment of the invalidity pension may be suspended.

16/2 Medical Examination and new Invalidity Board

The periodical medical examinations required under Article 16 shall normally take place at the place of residence of the persons concerned, unless the Organisation requires otherwise, or it is impracticable to have the persons concerned examined at their place of residence.

Such examinations shall be carried out by a medical practitioner chosen by the Organisation; the latter shall bear the cost thereof, including travelling expenses of the persons concerned if exceeding 50 km from their home. Should the medical practitioner chosen by the Organisation report that the officials concerned no longer satisfy the conditions of entitlement to an invalidity pension, notably having regard to any new functions proposed to them by the Organisation corresponding to their experience and qualifications, an Invalidity Board shall be convened in accordance with the provisions of Article 13 and its implementing Instructions.

16/3 Cessation of Entitlement to an Invalidity Pension

Where the Invalidity Board, in application of Article 16, paragraph 2, declares that the persons concerned who are still under the age limit applicable to them have ceased to satisfy the conditions of entitlement to an invalidity pension, the payment of that pension shall be terminated; if the persons concerned do not resume work in the Organisation, they shall receive either:

a) a leaving allowance based on their years of service and years of invalidity where the total is:
   i) less than 5 years; or
   ii) comprised between five and ten years and they opt to forego a retirement pension; or

b) a retirement pension if the conditions are met.

16/4 Re-entitlement to an Invalidity Pension

Where the persons concerned are entitled to a deferred or early pension and subsequently suffer a relapse, while still under the age limit applicable to them as laid down in the Staff Regulations and Rules of the Organisation, resulting from the same condition as that which had entitled them to the previous invalidity pension, the Invalidity Board, convened at the request of the persons concerned in accordance with instruction 13/2, shall declare that they once again effectively fulfil the conditions required under Article 13, paragraph 1, insofar as they are not receiving for that same condition an invalidity benefit or pension borne by another scheme.

Article 17 - Commencement and cessation of entitlement

1. Entitlement to an invalidity pension shall commence on the first day of the month following the date of the beginning of the invalidity as recognised by the Invalidity Board.

2. Subject to application of Article 16, paragraph 2:

   i) the invalidity pension payable under Article 14, paragraph 2 shall be paid for life;

   ii) in other cases, entitlement to an invalidity pension shall terminate:

   - either at the age limit applicable to them as laid down in the Staff Regulations and Rules of the Organisation
   - or at the end of the month in which the recipient of such a pension dies.

   Where the invalidity pension terminates because the persons concerned have reached the age limit applicable to them, as laid down in the Staff Regulations and Rules of the Organisation, they shall, notwithstanding the five-year minimum requirement provided for in Article 7, be entitled to a retirement pension calculated as follows:

   - reckonable years of service shall be calculated as if officials had remained in service until the age limit applicable to them as laid down in the Staff Regulations and Rules of the Organisation;
   - the reference salary shall be that of officials' grade and step at the time of their being recognised invalids, updated in accordance with Article 36.

CHAPTER IV - SURVIVOR'S AND REVERSION PENSIONS

Article 18 - Conditions of entitlement

1. The surviving spouse[64] of an official who died in service shall be entitled to a survivor's pension, provided they had been married to each other for at least one year at the time of the official's death, unless the death resulted either from disablement or illness contracted in the performance of the official's functions, or from an accident.

2. A reversion pension shall be payable to the surviving spouse:

   i) of a former official drawing an invalidity pension, if they were married to each other for at least one year at the time of the former official being recognised an invalid; this condition of anteriority shall not apply if the marriage had existed for at least five years at the time of the former official's death, or if the death resulted either from disablement or illness contracted in the performance of the former official's functions, or from an accident;

   ii) of a former official drawing a retirement pension, if they had been married to each other for at least one year at the time when the former official's appointment ceased; this condition of anteriority shall not apply if the marriage had existed for at least five years at the time of the former official's death; or

   iii) of a former official entitled to a deferred pension, if they had been married to each other for at least one year at the time when the former official's appointment ceased; this condition of anteriority shall not apply if the marriage had existed for at least five years at the time of the former official's death.

3. The above-prescribed conditions of anteriority or minimum duration of marriage shall not apply where there are one or more children of the marriage or of a marriage of official concerned contracted prior to the cessation of the appointment, inasmuch as the non-remarried surviving spouse is providing for their needs; in such case, the survivor's or reversion pension shall be payable under the derogation provided for in the present paragraph, for so long as the children are actually being so provided for. When they are no longer being so provided for, the survivor's or reversion pension shall nonetheless continue to be payable for so long as the surviving spouse does not have an income of their own from the exercise of any occupation, or from any retirement pension or other survivor's or reversion pension, equal to at least the amount of the survivor's or reversion pension from the Organisation.

4. Entitlement to a survivor's or reversion pension shall be subject to the provisions of Article 2.

Instruction

18.1 Official dying during Leave granted for Personal Reasons

i) When an official who has completed at least 5 years of service within the meaning of Article 4 dies during a period of leave in respect of which no contributions were made to the TPS, the surviving spouse shall be entitled to:

- *the survivor's pension under Article 19, paragraph 1, the minimum and maximum amounts of such pension being in accordance with paragraphs 3 and 4 of the same Article;*
- *and, where appropriate, the benefits specified in Articles 28.*

In addition, any orphans and/or dependants shall be entitled to the benefits specified in Articles 24 and 25.

ii) Where the deceased official has not completed five years of service conferring entitlement,

[64] Wherever it occurs in these Rules, the expression "surviving spouse" applies indifferently to the wife or husband of the deceased official.

as defined in Article 4, the amounts provided for in Article 11 shall be paid to the deceased's estate; such amounts shall be calculated on the basis of rights acquired and salary at the date of termination of the period in respect of which contributions to the TPS were payable, without any subsequent adjustment or interest.

Article 19 – Rate of pension

1. The survivor's pension shall be 60 % of the retirement pension that would have been payable to the official concerned, had they not died in service, on the basis of their reckonable years of service credited up to the time of their death, the requirement for a minimum of five years of service under the provisions of Article 7 not being applicable.

2. Where an official has died as the result of an accident in the course of the performance of their functions, from an occupational disease, from a public-spirited act or from risking their lives to save another human being, the survivor's pension shall be 60 % of the invalidity pension to which the official concerned would have been entitled, had they survived, under Article 14, paragraph 2.

3. The survivor's pension shall not be less than 30 per cent of the official's last salary; nor shall it be less than 100 % of the salary for Grade GA1/1.

4. When the former official was receiving a pension at the time of their death, the amount of the reversion pension shall correspond to the highest of the following amounts:

   - 60 % of the retirement or invalidity pension to which the former official concerned was entitled at the time of the assessment of their pension, no account being taken of any reductions resulting from the application of Article 8, paragraph 4, Article 10bis or Article 15;
   - 30 % of the former official's last salary at the time of the assessment of their pension; or
   - 100 % of the salary for grade GA1/1, under the scale in force at the time of the assessment of the former official's pension. These amounts shall be updated in accordance with the provisions of Article 36.

5. When the former official was not receiving a pension at the time of their death, the amount of the reversion pension shall correspond to the highest of the following amounts:

   - 60 % of the retirement pension to which the former official concerned would have been entitled had they reached the pensionable age at the time of their death;
   - 30 % of the former official's last salary corresponding to their last grade and step, under the scale in force at the time of their death; or
   - 100 % of the salary for grade GA1/1, under the scale in force at the time of the former official's death.

6. The amount of the reversion pension shall not exceed:

   i) that of the retirement pension the former official concerned was receiving;

   ii) that of the retirement pension the former official concerned would have received if they had reached the pensionable age applicable to them, if they were entitled to a deferred pension;

   iii) that of the pension the former official concerned would have been entitled to had they reached the age limit applicable to them if they were entitled to an invalidity pension.

Article 20 - Reduction for difference in age

Where the difference in age between deceased officials or former officials and their younger surviving spouse and/or former spouse, minus the length of time they have been married, is more than ten years, the survivor's or reversion pension, calculated in accordance with the preceding provisions, shall be subject to a reduction, per year of difference, amounting to:

- 1 % for the years between ten and twenty;
- 2 % for the years twenty up to but not including twenty-five;
- 3 % for the years twenty-five up to but not including thirty;
- 4 % for the years thirty up to but not including thirty-five;

- 5 % for the years from thirty-five upwards.

Instruction

20.1 Calculation of the reduction for difference in age

The result in years of the difference in age between deceased officials or former officials and their younger surviving spouse and/or former spouse, less the length of time they have been married, shall be rounded down to the nearest whole number.

The initial 1 % reduction shall apply for a period of 9 years following 10 complete years, i.e. from the eleventh to the nineteenth year inclusive, as illustrated in the example below:

Difference in age: 29 years and 6 months;

Length of marriage: 8 years and 7 months;

Duration taken into account for the calculation of the reduction: 20 years and 11 months, rounded down to 20 years. Calculation of the reduction:

- *1 % for the years between 10 and 20 = 9 x 1 % = 9 % ;*
- *2 % for the years 20 up to but not including 25 = 1 x 2 % = 2 % ;*

Reduction = 9 % + 2 % = 11 %.

Article 21 – Remarriage

1. Entitlement to a survivor's or reversion pension shall cease on remarriage. The surviving spouse or ex-spouse shall be entitled to immediate payment of a capital sum equal to twice the annual amount of the pension, if there are no dependent children to whom the provisions of Article 25, paragraph 4 apply.

2. The capital sum paid to the ex-spouse shall not be more than the amount to which the official could still be entitled under Article 22, paragraph 1.

Instruction

21.1 Payment of the capital sum

The capital sum provided for under Article 21, paragraph 1 shall be calculated with reference to the amount of the pension at the date of remarriage and paid to the recipient.

Article 22 - Rights of a former spouse

1. The non-remarried former spouse of an official or former official shall, on the latter's death, be entitled to a survivor's or reversion pension, provided that and for as long as the official or former official was, at the time of their death and by virtue of a court decision which had become final and binding, under an obligation to pay maintenance or compensation to the former spouse in a personal capacity; but the survivor's or reversion pension shall not exceed the amount of such payment.

   This entitlement shall not arise if the former spouse remarried before the official or former official died. If remarriage takes place after the official's or former official’s death and while the conditions laid down in the sub-paragraph above are still fulfilled, the provisions of Article 21 shall apply.

2. Where an official or former official dies leaving both a spouse entitled to a survivor's or reversion pension and a non-remarried former spouse fulfilling the conditions laid down in paragraph 1 above, the whole of the survivor's or reversion pension shall be divided between the before-mentioned persons in proportion to the duration of their marriages.

   The amount to which a non-remarried former spouse is entitled shall however not be more than the amount of the maintenance or compensation payable at the time of the death of the official or former official.

3. Where one of the persons entitled to a survivor's or reversion pension renounces their share, ceases to satisfy the conditions for entitlement or forfeits their rights under Article 35, or where the amount of their

pension has been restricted under the terms of the second sub-paragraph of paragraph 2 above, their share shall accrue to the share of the other person, except where pension rights revert to orphans, as provided under Article 24, paragraph 3, last sub-paragraph. In such a case, the restriction laid down in the second sub- paragraph 2 above shall apply.

4. Reductions in respect of difference in age as provided for in Article 20 shall be applied separately to survivors' and reversion pensions calculated in accordance with the present Article.

Instruction

22.1 Rights of a non-remarried former spouse

i) The maintenance or compensation payments referred to in Article 22, paragraph 1 shall, where appropriate, be converted into the currency of the scale applicable to the country of the official's or former official's last posting or, in cases to which Article 33, paragraph 2 applies, of the scale for which an option has been exercised by the former official prior to the decease, by applying the rate of exchange used in the relevant Organisation at the date of decease of the latter;

ii) the maintenance or compensation payments referred to in the preceding subparagraph shall be subject to the same adjustments as those applied to the basic salary corresponding to the grade and step used to calculate the survivor's or reversion pension provided for under Article 19.

iii) Failing a final and binding court decision, the non-remarried former spouse shall be entitled to a survivor's or reversion pension by virtue of an officially registered settlement in force between the former spouses

Article 23 - Commencement and cessation of entitlement

1. Entitlement to a survivor's or reversion pension shall commence from the first day of the month following that in which the official or former official died. If the salary of an official who died in service continues to be paid to a surviving spouse or former spouse, directly and in full, under the Staff Regulations and Rules of the Organisation, payment of the pension of the person concerned shall be deferred accordingly.

2. Entitlement to a survivor's or reversion pension shall cease at the end of the month in which the recipient of the pension dies or ceases to satisfy the conditions for entitlement to that pension.

CHAPTER V - ORPHAN'S OR DEPENDANT'S PENSION

Article 24 - Rate of orphan's pension

1. Where officials or former officials receiving a retirement or invalidity pension or entitled to a deferred pension die, their children shall be entitled to an orphan's pension if they fulfil the conditions laid down in paragraph 2.

2. The legitimate, natural or adopted children of officials or former officials who have died shall be entitled to an orphan's pension:

   i) when the deceased or their household provided their main and continuing support at the time of death; and

   ii) when they satisfy the conditions of age, education or disability required for the granting of the child's allowance or the supplement for dependent child, under the rules applicable to the officials or former officials who have died. The legitimate or natural children of deceased officials or former officials who were born not more than 300 days after their death shall also be entitled to an orphan's pension.

   Where there are one or more persons entitled to a survivor's or reversion pension, the amount of the orphan's pension shall correspond to the higher of the following amounts:

   iii) 40 % of the survivor's or reversion pension, no account being taken of reductions pursuant to Article 20; or

   iv) 50 % of the salary for grade GA1/1, according to the scale in force when the former officials' pension was assessed, this amount being updated in accordance with the provisions of Article 36, or, if they were not receiving a retirement or invalidity pension, according to the scale in force at the time of death.

   The orphan's pension shall be increased, in respect of the second and every further beneficiary, by an amount equal to the allowance for a dependent child or to the supplement for dependent child, under the rules applicable to the officials or former officials who have died.
   The orphan's pension shall be brought up to the level provided for in paragraph 4 in the event of the beneficiaries of a survivor's or reversion pension remarrying or losing their right to that pension.

3. Where there are no beneficiaries of a survivor's or reversion pension, the orphan's pension shall correspond to the higher of the following amounts:

   i) 80 % of the survivor's or reversion pension, no account being taken of reductions pursuant to Article 20; or

   ii) 100 % of the salary for grade GA1/1, according to the scale in force when the pension of the former official concerned was assessed, this amount being updated in accordance with the provisions of Article 36, or, if they were not receiving a retirement or invalidity pension, according to the scale in force at the time of death.

   The orphan's pension shall be increased, in respect of the second and every further beneficiary, by an amount equal to twice the allowance for a dependent child or the supplement for dependent child, under the rules applicable to the officials or former officials who have died.

4. The total amount of the orphan's pension shall be divided equally among all the orphans.

Instructions

24.1 Rate of pension for orphans dependent on a non-remarried former spouse

Subject, where appropriate, to the provisions of Instructions 27.1/1 and 27.2/1, the provisions of Article 24,

paragraph 3 shall apply where an official or former official dies leaving a non-remarried former spouse entitled to a survivor's or reversion pension under Article 22. In such a case, the orphan's pension shall be fixed without having regard to the reductions provided for in Articles 20 and 22.

24.2 Rate of pension for orphans belonging to another family group

Subject to the provisions of Instructions 27.1/1 and 27.2/1, the provisions of Article 24, paragraph 4 shall also apply where an official or former official dies leaving a surviving spouse or former spouse on one side and orphans belonging to another family group on the other side.

Article 25 - Rate of pension for other dependants

1. Where officials or former officials receiving a retirement or invalidity pension or entitled to a deferred pension die, the persons (including children not fulfilling the conditions laid down in Article 24) recognised as satisfying the conditions for the granting of the child's or dependant's allowance, or supplement for dependent child or disabled and dependent parent, under the Staff Regulations and Rules of the Organisation shall be entitled to a dependant's pension.

2. The pension paid to each dependant shall be equal to the lowest of the following amounts:

   i) the amount, as recognised by the Organisation, of the support provided to that person by the officials or former officials concerned at the time of their death;

   ii) twice the amount of the dependant's allowance or the supplement for disabled and dependent parent, under the rules applicable to the officials or former officials who have died, in force in the Organisation when the former officials' pension was assessed, this amount being updated in accordance with the provisions of Article 36, or, if they were not receiving a retirement or invalidity pension, according to the scale in force at the time of death; or

   iii) where an orphan's pension is paid, the amount of each orphan's share pursuant to Article 24, paragraph 5.

Instruction

25.1 Pension adjustment

The amount of the dependant's pension referred to in this Article shall be subject to the same adjustments as those effectively applied to calculate the orphan's pension provided for under Article 24.

Article 26 - Commencement and cessation of entitlement

1. The pensions provided for under Articles 24 and 25 shall be payable as from the first day of the month following that in which the official or former official died. If the salary of an official who died in service continues to be paid to a surviving spouse or former spouse, directly and in full, under the Staff Regulations and Rules of the Organisation, payment of the pensions shall be deferred accordingly.

2. The pensions under Articles 24 and 25 shall cease to be payable at the end of the month in which the child or other dependent ceases to satisfy the conditions for entitlement to the allowance for a dependent child or dependent person, or to the supplement for dependent child or disabled and dependent parent, under the Staff Regulations and Rules of the Organisation.

Article 27 - Beneficiaries of more than one category

1. Where an official or former official leaves a spouse or former spouse, on the one hand, and children or dependent persons, on the other, with entitlement to a pension, the total pension, calculated as if a surviving spouse had all these dependants, shall be apportioned among the various categories of persons concerned in proportion to the pensions which would have been payable to each category if treated separately.

2. Where there are children or dependent persons from different family groups, with entitlement to a pension, the total pension, calculated as though all were from the same family group, shall be apportioned among the various categories of beneficiaries in proportion to the pensions which would have been payable to each category if treated separately.

Instructions

27.0 Beneficiaries of more than one category - General provisions

In cases of coexistent pension entitlements of a spouse, former spouse(s), children and/or dependants, the "total pension" referred to in Article 27, paragraphs 1 and 2 is defined in Instructions 27.1/1 i) and 27.2/1 i) respectively. It shall be apportioned as follows:

i) If the beneficiaries are:

- *the spouse, and*
- *former spouse(s) with no dependent children and/or dependants, the pension shall be apportioned in accordance with the provisions of Article 22.*

ii) If the beneficiaries are:

- *the spouse or former spouse(s), on the one hand, and*
- *children and/or dependants, on the other, belonging to different family groups, the pension shall be apportioned in accordance with the provisions of Instruction 27.1/1.*

iii) If the beneficiaries are:

- *the spouse or former spouse(s) with children and/or dependants, on the one hand, and*
- *orphans and/or dependent persons, on the other belonging to different family groups, the pension shall be apportioned in accordance with the provisions of Instruction 27.1/2.*

iv) If the beneficiaries are:

- *the spouse, and*
- *former spouse(s) one of whom at least has children and/or dependants, the pension shall be apportioned in accordance with the provisions of Article 22 for survivors' and reversion pensions, and of Instruction 27.2/1 for orphans' and/or dependants' pensions.*

v) If the beneficiaries are:

- *persons entitled to orphans' and/or dependants' pensions belonging to different family groups, the pension shall be apportioned in accordance with the provisions of Instruction 27.2/1.*

Where, when Instructions 27.1/1, 27.1/2, 27.2/1 are applicable, one of the family groups is affected by a change in situation, the individual entitlement within the other family group shall remain calculated in accordance with the initial apportionment of benefits.

27.1/1 Coexistence of beneficiaries without children or dependants, entitled to a survivor's or reversion pension on the one hand, and of orphans and/or dependants on the other, belonging to different family groups

i) In this case, the total pension referred to in Article 27, paragraph 1 shall be calculated as if all beneficiaries of the deceased official or former official formed part of a single family group. This total pension shall comprise:

- *a survivor's or reversion pension as would be payable to a surviving spouse of the deceased official or former official in accordance with Article 19 only;*
- *orphans' pensions calculated as if all orphans of the deceased official or former official belonged to the family group entitled to the survivor's or reversion pension mentioned above;*
- *dependants' pensions calculated theoretically as orphans' pensions before application of the provisions of Article 25, paragraph 2.*

In accordance with Article 24, paragraph 3 ii), only one minimum orphan's pension (50% of GA1/1) shall be taken into account in this calculation.

ii) The total pension shall be apportioned among:

- *the surviving spouse or non-remarried former spouse(s) and*

- *orphans and/or dependants, in proportion to the amounts which would have been payable directly to each of these family groups considered separately, after application of Articles 20 and 22 for the survivor's or reversion pension, Article 24 for orphans' pensions, and Article 25 for dependants' pensions.*

iii) If the amounts so apportioned exceed the pensions to which the beneficiaries would have been entitled if they had been considered separately, including, for dependants' pensions, after application of Article 25, any such excess amounts shall not be payable.

iv) The minimum amounts laid down for survivors' and reversion pensions and for orphans' and/or dependants' pensions shall no longer apply to the shares actually attributed.

27.1/2 Coexistence of beneficiaries entitled to a survivor's or reversion pension with children and/or dependants on the one hand, and of orphans and/or dependants belonging to another family group on the other.

i) In this case, the total pension, calculated in accordance with Instruction 27.1/1 i), shall be apportioned among:

- *the surviving spouse or former spouse(s) and the children and/or dependants thereof and*
- *the children and/or dependants belonging to another family group, in proportion to the amounts which would have been payable directly to each of these family groups considered separately, after application of Articles 20 and 22 for the survivor's or reversion pension, Article 24 for orphans' pensions, and Article 25 for dependants' pensions.*

ii) Within the group consisting of a surviving spouse or former spouse(s) and orphans and/or dependants, the share going to that group shall be apportioned, for the purpose of calculating the individual entitlement of each member as mentioned above, in proportion to the survivor's or reversion pension on the one hand, and the orphans' and/or dependants' pensions on the other.

iii) If the amounts so apportioned exceed the pensions to which the beneficiaries would have been entitled if they had been considered separately, including after application of Article 25, any such excess amounts shall not be payable.

iv) The minimum amounts laid down for survivors' and reversion pensions and for orphans' and/or dependants' pensions shall no longer apply to the shares actually attributed.

27.2/1 Coexistence of beneficiaries entitled to orphans' and/or dependants' pensions belonging to different family groups

i) In this case, the total pension referred to in Article 27, paragraph 2 shall be calculated as if all the persons entitled to an orphan's pension and/or dependant's pension formed part of a single-family group. Before apportionment, dependants shall be treated in theory as orphans. This total pension shall comprise:

- *a single orphan's pension calculated, as the case may be, in accordance with the provisions of Article 24, paragraph 3 i) if there are one or more persons entitled to a survivor's or reversion pension, or of Article 24, paragraph 4 i) where there are no such persons;*
- *orphans' pensions equal to the dependent child allowance or to the supplement for dependent child, under the rules applicable to the official or former official who has died, where there are one or more persons entitled to a survivor's or reversion pension, or to double that allowance or supplement where there are no such persons.*

ii) This total pension shall be apportioned among the different family groups in proportion to the pensions which would have been payable directly to each of these family groups considered separately.

iii) Within each family group, the share going to that group shall be divided equally among the beneficiaries before application of Article 25, where applicable.

iv) The minimum amounts laid down shall no longer apply to the shares actually attributed.

CHAPTER VI - FAMILY ALLOWANCES

Article 28– General provisions

1. The dependent child supplement, the supplements for disabled or severely disabled child and disabled and dependent parent, and the education allowance shall be granted and adjusted according to the modalities and conditions of entitlement provided for under the Staff Regulations and Rules of the Organisation and under the present Rules to:
   a) the recipient of a retirement pension as from the applicable pensionable age;
   b) the recipient of an invalidity pension;
   c) the recipient of a survivor's or reversion pension, in respect of the sole beneficiaries who were or would have been recognised as a dependant of the officials or the former officials had they not died.
2. The double entitlement regulations apply to any allowance of a same nature, regardless of its name.
3. Where the recipient of a pension referred to in paragraph 1, or the beneficiary concerned is entitled to allowances referred to in paragraph 1 and also, under another scheme and for the same person, to the dependent child supplement and the supplements for disabled or severely disabled child and for disabled and dependent parent of a same nature than those referred to in paragraph 1, the Organisation shall only pay the difference between the amount of the allowances granted under the present scheme and that of the allowances received under the other scheme.
4. The deduction of family allowances received under another scheme, referred to in Article 28, paragraph 3, shall be automatic, save where the recipient produces evidence that the above-mentioned scheme makes a deduction of the amounts received under the present scheme.
5. The amount of the dependent child supplement (with exception of the additional supplement granted to single-parent families) and the supplements for disabled or severely disabled child and for disabled and dependent parent payable to the recipient of a survivor's or reversion pension shall be twice the normal amount.
6. Entitlement to the allowances provided for in this Article shall cease at the end of the month in which the conditions for entitlement to those allowances under the Staff Regulations and Rules of the Organisation are no longer satisfied.

Instructions

28.1 Entitlement

Entitlement to family allowances when pension benefits are being paid shall be subject to the conditions relating to the attribution of such allowances, in accordance with the Staff Regulations and Rules of the Organisation applicable to officials appointed as of 1 January 2017.

28.1/1 Early pension

Family allowances shall not be paid before the pensionable age applicable to the recipient of an early pension.

28.1/2 Monthly payment

Family allowances shall be paid per whole month starting from the 1st of the month following that in which the entitlement has arisen and until the end of the month during which the entitlement ceases.

28.1/3 Education allowance

i) Entitlement to the education allowance shall be maintained for children dependent on a former official, provided that the recipient of a retirement or invalidity pension – or the recipient of a survivor's or a reversion pension – has never ceased residing in the country of the last posting since termination of service and inasmuch as these recipients continue to reside in that country.

ii) In the event of the death of an official or of the recipient of a retirement or invalidity pension, without any survivor's or reversion pension being awarded, or in the event of the death of the recipient of a survivor's or reversion pension, any education allowance which was being paid at the time of the death shall continue to be paid unchanged in its amount, until the expiry of the current school or academic year.

CHAPTER VII - CEILING ON BENEFITS

Article 29 – Ceiling on benefits

1. Where an official dies, the total amount payable in respect of survivor's, orphan's and dependant's pensions and of family allowances shall not exceed the maximum of the retirement pension referred to in Article 10, paragraphs 2 and 3, together with the family allowances to which the deceased official was entitled. In any event, this total shall not exceed the last salary received by the former official together with the family allowances to which they were entitled.

2. Where a former official receiving a retirement pension dies, the total amount payable in respect of reversion, orphan's and dependant's pensions and of family allowances shall not exceed the amount of the pension and family allowances received by the former official.

3. Where a former official entitled to a deferred or invalidity pension dies, the total amount payable in respect of reversion, orphan's and dependant's pensions and of family allowances shall not exceed the amount of the retirement pension and family allowances the former official would have received if they had reached the statutory age limit at the time of their death.

4. The amounts payable in respect of survivor's, reversion, orphan's and dependant's pensions shall, where applicable, be reduced in proportion to the share of each beneficiary.

Instructions

29.1 Ceiling on benefits payable to a surviving spouse, former spouse, orphans and/or dependants

i) Save where Article 10, paragraph 3 applies, the maximum of the retirement pension referred to in Article 29, paragraph 1 shall be 70 per cent of the salary defined in Article 10, paragraph 1 as adjusted in accordance with the provisions of Article 36; the same adjustments shall be applied to the family allowances referred to in Article 29, as well as to retirement pensions, deferred or not, and to the invalidity pensions referred to in Article 29, paragraphs 2 and 3.

ii) The ceilings stipulated in Article 29 shall be reviewed whenever changes are made to the basis for calculating the benefits due.

iii) For the purposes of applying the instructions of this Article, account shall be taken of deductions made in respect of allowances received from another source.

29.2/1 Ceiling in the event of the death of a person entitled to a deferred retirement pension or who was drawing an early retirement pension

Where a deceased former official was entitled to a deferred retirement pension or was drawing an early retirement pension, the family allowances to which they would have been entitled at the pensionable age applicable to them, but which were not paid, shall nevertheless be taken into account in calculating the ceiling referred to in Article 29.

29.2/2 Ceiling in the event of the death of a person drawing an invalidity pension under Article 14, paragraph 2

In the event of the death of a former official drawing an invalidity pension under Article 14, paragraph 2, the ceiling to be applied shall be the amount of the pension and allowances they were receiving at the time of their death.

29.3/1 Amount of the reduction applicable to survivors' reversion, orphans' and/or dependants' pensions

The reduction shall be applied to survivors', reversion, orphans' and/or dependants' pensions. The reduction shall be apportioned among the beneficiaries in proportion to the benefits payable in application of the provisions of Chapter IV (Survivor's and Reversion Pensions) and Chapter V (Orphan's Pension and Dependant's Pension).

29.3/2 Statutory minimum amounts

The minimum amounts laid down shall not apply to survivors' reversion, orphans' and/or dependants' pensions reduced in accordance with the provisions of Article 29.

CHAPTER VIII - PROVISIONAL PENSIONS

Article 30 - Conditions of entitlement

1. Where officials, or former officials entitled to a retirement or invalidity pension have been missing for more than one year in circumstances justifying a presumption of death, the persons entitled under them may provisionally be awarded a survivor's, reversion, orphan's or dependant's pension, as appropriate.
2. The provisions of paragraph 1 above shall apply mutatis mutandis to persons recognised as dependants of a person in receipt of a survivor's or reversion pension, who has been missing for more than one year.
3. Provisional pensions under paragraphs 1 and 2 above shall be converted into definitive pensions when the death of the official, former official, spouse or former spouse has been established officially or when that person has been declared missing by a final Court decision.

Instruction

30.1 Forfeiture of rights

The time limits laid down by Article 35, paragraphs 2 and 3 shall run from the date of the Court decision declaring the person to be missing, referred to in Article 30, paragraph 3.

CHAPTER IX - DETERMINATION OF THE AMOUNTS OF BENEFITS

SECTION 1: ASSESSMENT OF ENTITLEMENT

Article 31 –Modalities of the assessment

1. The assessment of the benefits payable under these Rules shall be made by the Organisation with the assistance of the International Service for Remuneration and Pensions.
2. A detailed statement of the assessment shall be communicated to the officials or the persons entitled under them after approval by the Organisation on the advice of the Pensions Administrative Committee of the Co-ordinated Organisations (PACCO) referred to in Article 43.
3. Until this approval has been given, pensions shall be paid on a provisional basis.

Instruction

31.1 Pension statement

On the termination of service of officials, the Organisation shall draw up a statement of their pension rights on the form provided for this purpose.

Article 32 - No double entitlement

1. Without prejudice to the application of Articles 4 and 5, the following may not be paid concurrently by the Organisation:
    i) a retirement and an invalidity pension as provided for in these Rules;
    ii) two retirement pensions.
2. The status of official of the Organisation within the meaning of Article 1 is incompatible with the status of recipient of a retirement or invalidity pension paid by the Organisation.

Instructions

32.1 Double entitlement as regards retirement or invalidity pensions

Double entitlement to a retirement and invalidity pension, granted under the present Rules shall be forbidden. In calculating an invalidity pension granted under Article 14, paragraph 1, the abatements prescribed in Article 5, paragraph 2 shall be applied in cases where retirement pension payments previously received have not been refunded.

32.2 Double entitlement to benefits granted under schemes distinct from the Third Pension Scheme

Where they are due to the same cause, the annuities or pensions for permanent invalidity or granted in the event of the death of an official or former official to the spouse and/or former spouse, orphans and/or dependants under a scheme distinct from the Third Pension Scheme shall be deducted from the amount of the relevant pensions due and calculated under the present Rules, if they were financed wholly or in part by the Organisation.

Article 33 – Basis of calculation

1. Pensions provided for under the TPS shall be calculated at the time of their assessment by reference to the salary defined in Article 3 and to the scales applicable to the country of officials' or former officials' last posting.
2. However, if the former officials settle subsequently:
    i) in a Member country of the Organisation or a Co-ordinated Organisation of which they are a national; or

ii) in a Member country of the Organisation or a Co-ordinated Organisation of which their spouse is a national; or

iii) in a country where they have served the Organisation for at least five years, they may opt for the scale applicable to the country in question. The option shall apply to only one of the countries referred to in this paragraph, and shall be irrevocable, except where paragraph 3 below is applicable.

3. On the death of their spouse, former officials who settle in the country of which they are a national, or of which such deceased spouse was a national, may opt for the scale applicable in that country. The same option shall be open to the surviving spouse or former spouse of former officials and to orphans who have lost both parents.

4. These options, available under paragraphs 2 and 3, shall be irrevocable.

5. If officials, spouses, former spouses or orphans opt for the scale of a country referred to in paragraph 2, but there is no scale approved by the Organisation for that country, the scale applicable in France shall be applied temporarily until a scale has been adopted for the country chosen.

6. The amount of the pension based on the scale chosen shall be calculated in accordance with Article 36.

7. The provisions of paragraph 2 above do not apply to the benefits under Article 11. However, officials who settle in a country of which they are a national may have the leaving allowance provided for in Article 11 calculated in accordance with the scale for that country, provided such a scale was approved by the Organisation at the time of their departure.

Instructions

33.1/1 Proof of residence

Within the meaning of Article 33, the settlement of pensioners refers to their principal and effective residence, with the transfer of the permanent and usual centre of their interests and the will to confer stability to such a residence.

The option is granted as from the month following the date on which pensioners prove, to the satisfaction of the Organisation, that they have their principal and effective residence in the country in question. The Organisation may in particular request:

- *a recent certificate of residence;*
- *a certificate of removal from the population registry of the former place of residence;*
- *a copy of a recent invoice (water, gas, electricity, fixed telephone) established after the date of the removal and for the name and address of the person concerned;*
- *a copy of the rent contract or of the purchasing deed of the residence;*
- *a copy of the removal invoice;*
- *evidence of being subject to property or residence tax; or any other evidence it deems relevant.*

33.1/2 Alteration due to the exercise of an option

Where, in application of Article 33, benefits under the TPS are to be calculated on the basis of a scale other than that which was in force at the time when the right to the benefits arose, then the amount of such benefits must, for the purpose of their payment as from the exercise of the option concerned, be recalculated on the basis of the new scale, in accordance with the provisions of Article 36, paragraph 5.

33.2 Option in cases where there are beneficiaries belonging to different family groups

i) Where an option is exercised by a surviving spouse or by children both of whose parents are deceased, and there are other beneficiaries, benefits shall be apportioned in accordance with the provisions of Article 22 or Article 27, as the case may be, and with the Instructions thereto, on the basis of the scale applicable to the country of the official's or former official's last posting or, in cases to which Article 33, paragraph 2 applies, the scales for which an option has been exercised by the former official prior to the decease;

ii) the share of benefit apportioned to each beneficiary of the option shall be expressed as a percentage of the basic salary for the grade and step used in calculating the theoretical survivor's or reversion pension;

iii) the share apportioned to the beneficiary of the option referred to in Article 33, paragraph 3 shall be equal to the basic salary corresponding to the grade and step referred to in sub-paragraph ii) of the scale applicable in the country chosen, multiplied by the percentage referred to in the same sub-paragraph.

33.3 Calculation following approval of a new scale

In cases where Article 33, paragraph 5 is applied, benefits are calculated under the new scale as from the date of its entry into force, with no retroactive effect.

Article 34 – Re-assessment – Cancellation

1. The benefits provided for under the TPS may be re-assessed at any time in the event of error or omission of any kind. Any undue payments must be reimbursed. They may be deducted from the benefits payable to the persons concerned or to the persons entitled under them or from the amounts due to their estate. The reimbursement may be spread over a period.

2. Benefits shall be subject to modification or cancellation if their award was contrary to the provisions of these Rules.

Article 35 - Requirement of evidence - forfeiture of rights

1. Persons who are eligible for benefits under these Rules shall notify the Organisation or the International Service for Remuneration and Pensions of any facts which may affect their entitlement to benefits and to furnish such supporting evidence as may be required of them. Should they fail to comply with these obligations, they may be deprived of the right to benefits under this Scheme; save in exceptional circumstances, they shall refund any sums received to which they were not entitled.

2. Where the surviving spouse, orphans or other dependants of a deceased official or former official fail to apply for their pension within twelve months from the date of the official's death, payment of the benefits under these Rules may, at the discretion of the Organisation, be postponed until the first day of the month following that in which they make their application.

3. Where former spouses referred to in Article 22 fail to apply for their pension within twelve months from the date of the official's or former official's death, their rights may, at the discretion of the Organisation, be wholly forfeited.

Instructions

35.1/1 Statement by officials or persons entitled under them

Subject to the provisions of Instruction 30.1, the recipients of any benefit under the Third Pension Scheme Rules shall be required to fill out and sign the form to verify continuing entitlement which is sent to them every year.

35.1/2 Refund of amounts incorrectly received

All amounts incorrectly received shall be refunded pursuant to Articles 34 and 35, in the manner prescribed in the Staff Regulations and Rules of the Organisation, without prejudice to the special provisions laid down for implementing Article 42 with regard to taxation.

35.1/3 Obligations on claimants to make themselves known

In the absence of a statement provided for under Instruction 35.1/1, it is the responsibility of persons entitled under a deceased official or former official to notify their existence to the Organisation.

35.1/4 Notifying beneficiaries

The Organisation shall then inform the beneficiaries concerned of the benefits which they may claim under the Third Pension Scheme Rules.

SECTION 2: ADJUSTMENT OF PENSIONS

Article 36 - Adjustment of pensions

1. The Organisation shall adjust pensions, every year, in accordance with the revaluation coefficients based on the consumer price index for the country of the scale used to calculate each pension.

It shall also adjust them in the course of the year, for any given country, when prices in that country show an increase of at least 6 %.

2. At regular intervals, the Secretary-General shall establish a comparison of the difference between increases in salary and increases in pensions, and may, where appropriate, propose measures to reduce it.

3. When the beneficiary of a pension dies, and reversion, orphan's and/or dependant's pensions that may be due shall be calculated as follows:

   - the pension(s) shall be calculated with reference to the scale in force at the date on which the deceased former official's pension was assessed;
   - said scale shall be updated, as from that date, by application of the pensions revaluation coefficients for the country in question.

4. If the beneficiaries of an invalidity pension, which was not awarded under Article 14, paragraph 2 reach the age limit laid down in the Staff Regulations and Rules of the Organisation, their invalidity pension shall be converted, in accordance with Article 17, paragraph 2, to a retirement pension calculated using the method referred to in paragraph 3 above.

   - the pension shall be calculated with reference to the scale in force at the date of the assessment of the invalidity pension;
   - said scale shall be updated, as from that date, by application of the pensions revaluation coefficients for the country in question.

5. If the beneficiary of a pension exercises one of the options under Article 33, the following calculation shall be made:

   - the pension shall be recalculated with reference to the scale in force at the date of its assessment for the country selected;
   - said scale shall be updated, as from that date, by application of the pensions revaluation coefficients for the country in question.

Instructions

36.1/1 Notifying beneficiaries

Adjustments to pensions currently being paid shall be notified in writing to the beneficiaries of such pensions, either by the Organisation or, as instructed by it, by the International Service for Remunerations and Pensions.

36.1/2 Consumer price indices

1. Consumer price trends shall be monitored with reference to the Harmonised Index of Consumer Prices (HICP), or where these series are not available, the national Consumer Price Indices (CPI) used in the salary adjustment procedure in force in the Organisation. The annual adjustment index shall be the evolution in consumer prices between 1 January of the year of the annual adjustment and 1 January of the previous year, less any special adjustment granted during this period.

2. As from 1 January 2026, the index for the first annual adjustment of pensions shall be the evolution in consumer prices between 1 January of the year of the annual adjustment and 1 July of the year before last, less all special pension and special/extraordinary salary adjustment(s) granted during this period and not already deducted in the course of the concerned period. The provisions of this paragraph will apply to the following pensions: retirement pension, invalidity pension, survivor's pension, reversion pension derived from a deferred retirement pension, orphan's pension following death of a staff member, dependant's pension following death

of a staff member, orphan's pension derived from deferred retirement pension, and dependant's pension derived from deferred retirement pension. All other pensions are subject to the provisions of paragraph 1[65].

36.1/3 Date of effect of the annual adjustment

The effective date of the annual adjustment shall be 1st January.

36.1/4 Special adjustment in the event of price evolution of at least 6% during the year

Whenever the 6 % inflation threshold is exceeded, the special adjustment applied to pensions shall be equal to the change in consumer prices between the month in which the previous adjustment took effect and the month in which the special adjustment threshold is exceeded. Any special adjustment shall take effect in the month following the month in which the threshold was exceeded. The monitoring of consumer price trends shall then be reset, taking the consumer price index of the month during which the high inflation threshold was reached as the basis to further monitor inflation until the next special or annual adjustment.

36.1/5 Procedure for granting the special adjustment

Any special adjustment is granted provisionally until PACCO's issue of a technical opinion recommending, where applicable, the granting of this special adjustment, without prejudice to Instruction 36.1/2. PACCO's technical opinion is communicated to the CRSG for information.

Last update: May 2026

[65] 1 Pensions subject to a first adjustment effective 1 January 2026 cannot be adjusted using an index lower than that corresponding to the reference period from December 2024 to December 2025

SECTION 3: PAYMENT OF BENEFITS

Article 37 - Mode of payment

1. Subject to the provisions of Article 11 and unless otherwise provided under these Rules, pensions, family allowances and provisions for tax adjustments shall be paid monthly in arrears.
2. These amounts shall be paid by the Organisation, or by the International Service for Remuneration and Pensions if it has been empowered to do so.
3. Benefits shall be paid in the currency used in their calculation in accordance with Article 33.
4. Benefits shall be paid to the recipients by bank transfer to an account in the country whose scale was used for calculating these benefits, or in the country in which said recipients reside.

Instruction

37.1 Date of Payment

Pensions, family allowances and provisions for tax adjustments shall normally be paid in arrears two days before the last working day of the month to which they relate.

Article 38 - Sums owed to the Organisation

Any sum owed by an official, former official or pensioner to the Organisation shall be deducted from the amount of the benefits payable under these Rules. The deduction may be spread over a period.

Instruction

38.1 Buying back rights - Credit for past service

Any amounts remaining due on the death, recognition of invalidity or termination of service of officials, in respect of pension rights bought back under Article 5, shall constitute a debt owed to the Organisation by the officials concerned or the persons entitled under them or the estate.

Payment to the Organisation of any amounts thus owing shall be made pursuant to the special condition agreed to by the officials concerned at the time of their application to buy back or to be credited with pension rights; this condition shall give the Organisation a preferential right to deduct such amounts from the capital sums due at the time of death or recognition of invalidity, or of termination of service, where appropriate, under the conditions provided for in Instructions 5.1 and 5.4.

Article 39 - Right of subrogation

1. Where officials' invalidity or death is attributable to a third party, the award of the benefits provided for in these Rules shall in principle be made subject to the beneficiary or beneficiaries assigning to the Organisation their claims against such third party, up to the amount of such benefits.
2. However, the Organisation may waive its right to take action pursuant to such subrogation against the third party concerned where special circumstances justify such a waiver.

CHAPTER X - FINANCING THE THIRD PENSION SCHEME

Article 40 - Charge to the budget

1. Benefits paid under the TPS shall be charged to the budget of the Organisation.

2. The Member States of the Organisation jointly guarantee the payment of the benefits.

3. In the event of a merger, reconstitution or other transformation or in the event of dissolution of the Organisation, the Council or any ad hoc body set up, where required in one of the aforementioned cases, shall take the necessary measures to ensure uninterrupted payment of the Third Pension Scheme benefits until the cessation of entitlement of the last beneficiary.

4. Should a country, being a Member or ex-Member of the Organisation, fail to comply with its obligations under this Article, the other countries shall meet the cost thereof in proportion to their contribution to the budget of the Organisation as fixed annually from and after the said country's default.

Article 41 - Contribution of officials to the TPS - costing the scheme

1. Officials shall contribute to the TPS.

2. The contribution of officials to the TPS shall be calculated as a percentage of their salaries and shall be deducted monthly.

3. The rate of contribution of officials shall be set so as to represent the cost, in the long term, of 45 % of the benefits provided under these Rules. This rate shall be 11.1%. This rate shall be reviewed on 1 January 2030 and every five years thereafter, on the basis of an actuarial study, the procedures for which are appended hereto. The contribution rate of officials shall be adjusted, with effect from the fifth anniversary of the preceding quinquennial adjustment, the rate being rounded to the nearest first decimal.

   Notwithstanding the above, the Council may adopt intermediary adjustments of the contribution rate if and when:

   i) the Council decided to change the target return on assets of the Pension Budget and Reserve Fund of the Organisation (PBRF); or

   ii) based on an annual review of the TPS assets and liability values, it appears that the officials' contribution rate would fluctuate by at least 0.5 percentage points since the last adjustment.

4. Contributions properly deducted shall not be recoverable. Contributions improperly deducted shall confer no rights to pension benefits; they shall be refunded at the request of the officials concerned or those entitled under them without interest.

Instructions

41.1/1 Sickness

The contribution of officials to the TPS shall be paid during sick leave and during periods of temporary incapacity following such leave if the officials concerned continue to receive an allowance equal to the whole or part of their emoluments. This contribution shall be calculated in relation to the portion of the allowances corresponding to salary, but reckonable years of service shall be counted at the full rate, subject to the provisions applicable in the event of temporary incapacity during a period of part-time service.

41.1/2 Leave for personal reasons

Officials may not contribute to the TPS during periods of leave for personal reasons of more than six months' duration, and during such periods the officials shall not acquire any pension rights. However, the persons entitled under them shall be entitled to receive benefits under the conditions set out in Instruction 18.1.

41.1/3 Intermediary adjustments to the contribution rate of officials

The contribution rate of officials following intermediary adjustments shall be calculated according to the

procedures set out in the Annex to this Article. The demographic and salary-related assumptions used for such intermediary adjustments shall be those employed for the preceding five-year review as described in the Annex.

ANNEX TO ARTICLE 41 – ACTUARIAL STUDIES

Method

1. Calculation, as at the effective date of the study, of the rate of contribution payable by officials to finance 45 % of benefits provided under the Scheme, establishing the present value of future entitlements, entitlements already accrued and future salaries, taking into consideration the actuarial value of the assets of the TPS.

2. Past entitlements and projections of future entitlements will be calculated, on the one hand, for officials affiliated at the date of the study to the TPS, for former officials affiliated to the TPS (pensioners and holders of deferred pension rights) and, for the population of officials who will be recruited in the years to come. Projections of salaries for these populations will also be established year by year. Each of these amounts will be projected over an infinite period and discounted to present worth.

   The actuarial value of the assets of the TPS shall be established by considering a smoothed value over a five-year period, with a 10% corridor.

3. Combining these results according to the aggregate cost method will make it possible to determine the rate of contribution needed to finance 45 % of benefits provided under the Scheme.

Demographic and salary-related assumptions

4. The demographic assumptions are derived from detailed demographic studies for the OECD. These studies examine past experience over a period of 15 years, where the information is available, and also take account of available forecasts regarding future officials' profiles.

5. The assumptions relating to salaries are based on detailed observation of the past, over a period of 15 years, where the information is available, and also take account of practices and forecasts available in this field.

Economic assumptions

6. A discount rate net of inflation shall be used and shall correspond to the target rate of return for the assets of the Pension Budget and Reserve Fund (PBRF) as decided by the Council, minus 50 basis points.

CHAPTER XI - PROVISIONS RELATING TO THE ADJUSTMENT OF PENSIONS

Article 42 - Pensions which are subject to national tax legislation

1. The recipient of a pension under these Rules shall be entitled to the adjustment applying to the Member Country of the Organisation in which the pension, including any part of the pension paid in the form of a partial lump sum[66], and adjustment relating thereto are chargeable to income tax under the tax legislation in force in that country.

2. The adjustment shall equal 50 per cent of the amount by which the recipient's pension would theoretically need to be increased, were the balance remaining after deduction of the amount of national income tax or taxes on the total to correspond to the amount of the pension calculated in accordance with these Rules. For such purpose, there shall be drawn up, for each Member country, in accordance with the Implementing Instructions referred to in paragraph 6, tables of equivalence specifying, for each amount of pension, the amount of the adjustment to be added thereto. The said tables shall determine the rights of the recipients.

3. In calculating the theoretical amount of income tax or taxes referred to in paragraph 2 of this Article, account shall be taken only of the provisions of tax legislation and regulations affecting the basis of liability and the amount of income tax or taxes for all pensioner-taxpayers in the country concerned.

4. Pensioners without spouse or dependants shall be deemed to be in the position of a pensioner without entitlement to any tax reliefs or allowances for family responsibilities, all other recipients being deemed to be pensioners enjoying the tax reliefs and allowances of a person who is married without children.

   No account shall be taken:

   - of individual factors related to the personal circumstances or private means of a particular pensioner,
   - of income other than that arising under these Rules,
   - of the income of the spouse or dependants of the pensioner.

   On the other hand, account shall, in particular, be taken of circumstances arising in the course of the year as a result of:

   - a change in civil status or settlement in another place of residence with a different taxation system,
   - commencement or cessation of payment of the pension.

5. The Organisation shall supply the Member Countries concerned with the names, forenames and full address of pensioners and the total amount of the pension and adjustment.

6. The recipients of an adjustment as specified in this Article shall be required to inform the Organisation of their full address and of any subsequent change therein. Such recipients shall produce evidence of their pension and the relative adjustment having been declared or taxed; should they fail to comply with this obligation, they shall be deprived of the right to this adjustment and shall refund any amounts unduly received in this respect.

7. The other procedures for calculating the adjustment and, in particular, those necessitated by the special features of certain national tax laws, and the procedure for payment of the adjustment shall be laid down in the Implementing Instructions established in accordance with the tax legislation of Member Countries.

[66] See Article 10 bis of these Rules.

Instructions

42/1 Scope and calculation of the adjustment

1. *Article 42 of these Rules shall apply only if the pension and the adjustment relating to it are subject to taxes on income levied in a Member Country of the Organisation. The family allowances provided for in Article 28 of these Rules shall be assimilated to pensions in determining the tax adjustment in so far as similar allowances are taxable under the national tax legislation of the Member country.*
2. *The adjustment referred to in Article 42 of these Rules shall be determined on the basis of the legal provisions relating to taxes on income in force in the Member country in which the pensioner is legally subject to such taxation. It shall be established in respect of pensions paid during the tax period as determined in that country.*
3. *Where the pension of a person entitled to the adjustment is paid in a currency other than that of the country in which such person is subject to taxes on income, the adjustment shall be determined on the basis of the pension converted into the currency of that country. Such conversion shall be effected at the rate obtained on the official exchange market.*
4. *Where the amounts paid during any tax period include arrears of pension relating to any previous period, the adjustment shall be determined or recalculated, as the case may be, with due regard to the tax treatment applicable to such arrears.*

42/2 Establishment of tables of equivalence for payment of the adjustment

1. *Tables of equivalence for payment of the adjustment shall be established for each tax year by the International Service for Remunerations and Pensions, hereinafter referred to as 'the Service'.*
2. *The tax authorities of Member countries shall provide the Service, at its request, with the details of legislation and regulations necessary for establishing the tables. The tables shall be checked and confirmed by the tax authorities of the Member country concerned. In the event of disagreement between such authorities and the Service on the content of the tables, the Secretaries-General of the Co-ordinated Organisations and the Co-ordinating Committee on Remuneration shall consider the matter on the basis of Article 42 of these Rules and of these Implementing Instructions.*
3. *Provisional tables of equivalence shall be drawn up prior to the commencement of the period to which they refer. They shall show, for rounded pension figures and in respect of each Member country, an amount equivalent to 90 per cent of the monthly adjustment calculated according to the distinctions contained in Article 42, paragraph 3 of these Rules and on the basis of the tax legislation in force at the time of drawing up the tables.*
4. *The provisional tables shall be revised whenever amendments to tax legislation involve a change in the amount of the adjustment. The Secretaries-General of the Co-ordinated Organisations and the Co-ordinating Committee on Remuneration may however decide by mutual agreement to dispense with the updating of tables in cases where the balance of gain or loss is minimal.*
5. *As soon as the authorities in Member countries have finally adopted the tax legislation applicable to income for the period covered by the provisional tables, these latter shall be replaced by final tables establishing the rights of recipients in accordance with Article 42, paragraph 2 of these Rules. These final tables shall show the amount of the adjustment for the whole of the period which they cover, as well as the monthly amount of the adjustment.*
6. *The provisional and final tables of equivalence shall be accompanied by all such information as is necessary for their use. Such information shall include:*
   - *the rules to be observed in cases where changes in family status, dependants or permanent address (domicile) of the person entitled to the adjustment may affect the amount of the adjustment which the person concerned may claim;*
   - *the names and addresses of the tax authorities to which the Co-ordinated Organisations supply the information specified in Article 42, paragraph 4 of these Rules;*
   - *the evidence to be supplied by persons entitled to the adjustment as proof of the declaration for tax purposes, or the taxation, of their pension and the adjustment relating thereto;*
   - *the dates for making such declarations and for paying the tax in those Member countries which*

have been authorised to avail themselves of the provisions of Instruction 42/3, paragraph 2 below.

42/3 Method of payment of the adjustment

1. *The adjustment shall be paid by monthly instalments by way of advance at the same time as the pension and in an amount corresponding to that appearing in the provisional tables of equivalence referred to in Instruction 42/2, paragraph 3 above. The amounts of pension, arrears of pension and adjustment shall be shown separately on the instrument of payment issued to the recipient.*
2. *At the request of a country, the Secretaries-General of the Co-ordinated Organisations and the Co-ordinating Committee on Remuneration may, by mutual agreement, decide that by way of exception to paragraph 1, there shall be a time-lag in payment of the monthly instalments of the adjustment relating to that country, provided however that payment of the whole of the monthly instalments shall be finalised before the ultimate date for payment of the tax to which they refer.*
3. *As soon as the final tables of equivalence are available, the total amount of the monthly instalments paid in respect of the tax period shall be compared to the final amount of the adjustment due for the whole of that period. Any excess or shortfall shall be rectified so that the amount involved shall not be taken into account in determining the adjustment in respect of the following tax year.*
4. *The adjustments shall be paid in a bank account of the country in which the recipient is subject to taxes on income.*

42/4 Information to be supplied to Member countries by the Organisation

1. *The particulars specified in Article 42 paragraph 4 of these Rules shall consist of the following:*

a) *a personal particulars form giving the name and forenames, full address and, where applicable, the residence for tax purposes (domicile fiscal) of the pensioner, the total amount of pension paid for the period constituting the tax year, the final amount of the adjustment arrived at for such period, and the amount of arrears of pension, identifying the year to which such arrears relate;*

b) *a master list reproducing for each country, the information contained in the personal particulars form.*

2. *The particulars listed in paragraph 1 of this Instruction shall be supplied to the tax authorities of the country in which the persons concerned are subject to taxes on income. A copy of the personal particulars form shall be sent to the pensioner and a copy of the master list shall be sent to the Representative of the country in question to the Organisation.*
3. *The obligations specified in this Instruction shall be complied with at the time of the rectification referred to in Instruction 42/3, paragraph 3 above.*

42/5 Evidence of payment of tax

The tax authorities referred to in Instruction 42/2, paragraph 6 above shall inform the Service of the evidence by which, in accordance with Article 42, paragraph 5 of these Rules, recipients of the adjustment may establish that their pension and the relevant adjustment have been declared for tax purposes or have been taxed.

42/6 Financing the adjustment

1. *The cost of the adjustment provided for in Article 42 of these Rules shall be borne by the country in which the recipient thereof is subject to taxes on income for the period considered.*
2. *Expenditure arising under paragraph 1 of this Instruction shall be the subject of a separate budget which shall be drawn up at the same time as the other budgets of the Organisation. Final settlement of the contributions to this separate budget shall be made at the end of the period to which it relates.*

CHAPTER XII - FINAL PROVISIONS

Article 43 – Pensions administrative committee of the Co-ordinated Organisations (PACCO)

The Pensions Administrative Committee of the Co-ordinated Organisations (PACCO), created by the Standing Committee of Secretaries-General, now referred to as the Committee of representatives of Secretaries/Directors-General, shall give technical opinions as and where required under these Rules, or at the request of the Organisation.

Article 44 – Detailed implementation

The Secretary-General may seek an opinion of the Pensions Administrative Committee of the Co-ordinated Organisations on Instructions for the implementation of these Rules.

Article 45 – Entry into force

These Rules shall enter into force on 1 July 2025.

Instruction

45.1 Date of entry into force of the Implementing Instructions

The implementing Instructions shall enter into force on the date as laid down by the Secretary-General of the Organisation.

APPENDIX 1 – SPECIAL PROVISIONS APPLICABLE TO OFFICIALS APPOINTED PRIOR TO 1 JULY 2025 OPTING IN TO THE TPS

1. Officials appointed prior to 1 July 2025 and who are affiliated to the NPS may decide until 30 June 2026 to opt in to the TPS, in which case the TPS Rules shall apply to them as of the first day of the month following which they request to move from the NPS to the TPS.

2. Upon officials' effective move to the TPS, the NPS Rules shall no longer apply to them. Officials' pension rights accrued under the NPS and calculated in accordance with Article 12 paragraph 2 of the NPS Rules and its implementing instructions shall be transferred to the TPS using the method provided under Instruction 12.1 of the TPS Rules.

For the purpose of this Article, the table on the basis of which the reckonable years of service shall be calculated, in accordance with Instruction 12.2 of the NPS rules and Instruction 12.1 c) of the TPS Rules, shall be the following:

Age	Coefficient when the applicable pensionable age is 63[67]	Coefficient when the applicable pensionable age is 64[20]	Coefficient when the applicable pensionable age is 65[20]	Coefficient when the applicable pensionable age is 66[20]
20	22.9367	22.0684	21.2750	20.4888
21	22.4765	21.6259	20.8488	20.0788
22	22.0259	21.1928	20.4317	19.6774
23	21.5849	20.7689	20.0233	19.2845
24	21.1532	20.3539	19.6236	18.9000
25	20.8187	20.0400	19.3269	18.6233
26	19.8932	19.1091	18.3998	17.6848
27	19.7323	18.9812	18.2964	17.6155
28	19.1614	18.4228	17.7514	17.0803
29	18.7507	18.0313	17.3767	16.7236
30	18.5204	17.8277	17.1940	16.5680
31	17.8248	17.1365	16.5113	15.8857
32	17.5422	16.8772	16.2707	15.6683
33	17.0426	16.3899	15.7961	15.2038
34	16.7646	16.1339	15.5578	14.9873
35	16.2315	15.6100	15.0445	14.4805
36	15.9798	15.3699	14.8144	14.2614
37	15.9247	15.3259	14.7787	14.2371
38	15.6441	15.0459	14.5010	13.9582
39	15.5185	14.9280	14.3897	13.8542
40	15.3260	14.7404	14.2069	13.6752
41	15.2760	14.6940	14.1635	13.6352
42	15.3796	14.8012	14.2725	13.7487
43	15.3039	14.7205	14.1889	13.6595
44	15.3784	14.7973	14.2670	13.7406
45	15.3595	14.7761	14.2445	13.7158
46	15.4277	14.8436	14.3110	13.7821
47	15.4872	14.8991	14.3634	13.8308

[67] See paragraphs 6 and 7 below.

48	15.5419	14.9495	14.4105	13.8741
49	15.6636	15.0707	14.5305	13.9945
50	15.7020	15.1040	14.5602	14.0194
51	15.7784	15.1728	14.6229	14.0747
52	15.9761	15.3651	14.8101	14.2578
53	16.1973	15.5824	15.0232	14.4685
54	16.4371	15.8197	15.2570	14.7016
55	16.4586	15.8245	15.2498	14.6774
56	16.7417	16.1037	15.5242	14.9500
57	16.9675	16.3175	15.7278	15.1430
58	17.1181	16.4500	15.8463	15.2440
59	17.3403	16.6590	16.0442	15.4301
60	17.6931	17.0096	16.3907	15.7777
61	18.0118	17.3217	16.6956	16.0788
62	18.2095	17.4982	16.8555	16.2185
63	18.5042	17.7525	17.0971	16.4475
64		18.0158	17.3178	16.6528
65			17.6510	16.9518
66				17.1991

3. Where officials appointed prior to 1 July 2025 and who have opted in to the TPS subsequently wish to avail themselves of the provisions under Article 12 paragraph 2 of these Rules, the table on the basis of which the actuarial equivalent of the retirement pension shall be calculated, in accordance with Article 12 paragraph 2 and Instruction 12.2 c) of these Rules, shall be that provided under paragraph 2 above. The table in paragraph 2 above shall be updated on a regular basis by the Secretary-General.

4. Notwithstanding Article 4 of these Rules and paragraph 1 above, officials appointed prior to 1 July 2025 who have opted in to the TPS shall retain the periods of service counting for entitlement to benefits accrued under the NPS Rules at the date of their effective move to the TPS.

5. Notwithstanding Article 8 of these Rules and paragraph 1 above, the age of entitlement to a retirement pension and the minimum age for drawing an early pension applicable to officials appointed prior to 1 July 2025 who have opted in to the TPS shall be as provided for under paragraphs 6 to 9 below.

Age of entitlement (pensionable age)

6. The pensionable age applicable to officials referred to in paragraph 5 above who were appointed prior to 1 July 2024 shall be the age corresponding to their situation at 1 July 2024 as set out in the table below:

	Pensionable age for receiving a retirement pension without reduction		
Length of Service on 1 July 2024 / **Age on 1 July 2024**	**>0 and <5 years of service**	**≥5 and <10 years of service**	**10 or more years of service**
≥58	63	63	63
50 – 57	64	64	63
40 – 49	65	64	64
<40	66	65	64

7. The pensionable age applicable to officials referred to in paragraph 5 above who were appointed on or after 1 July 2024 shall be 66 years.

Early pension

8. The minimum age for drawing an early pension applicable to officials referred to in paragraph 5 above who were appointed prior to 1 July 2024 shall be the age corresponding to their situation at 1 July 2024 as set

out in the table below:

Age on 1 July 2024 / Length of Service on 1 July 2024	Minimum age for drawing an early pension		
	>0 and <5 years of service	≥5 and <10 years of service	10 or more years of service
≥58	51	51	51
50 – 57	51	51	51
40 – 49	55	54	53
<40	60	57	55

9. The minimum age for drawing an early pension applicable to officials referred to in paragraph 5 above who were appointed on or after 1 July 2024 shall be 60.

10. For officials referred to in paragraph 5 above, the table in Article 8 paragraph 4 of these Rules shall be replaced by the following table:

Age when assessing the early payment of the pension	Officials' Applicable Pensionable Age			
	63	64	65	66
	Ratio between the amount of the early payment of the pension and the amount of the pension at the pensionable age			
51	57.74%	54.83%		
52	60.21%	57.18%		
53	62.81%	59.65%		
54	65.58%	62.28%		
55	68.51%	65.06%	61.71%	
56	71.61%	68.01%	64.51%	
57	74.92%	71.15%	67.49%	
58	78.44%	74.49%	70.66%	
59	82.19%	78.05%	74.04%	
60	86.20%	81.86%	77.65%	73.57%
61	90.48%	85.93%	81.51%	77.22%
62	95.07%	90.29%	85.64%	81.14%
63	100%	94.99%	90.08%	85.35%
64	100%	100%	94.86%	89.87%
65	100%	100%	100%	94.74%
66	100%	100%	100%	100%

An actuarial study of the reduction coefficients used in this table shall be carried out at the same intervals as the study referred to under Article 8 paragraph 4 of these Rules.

Partial lump sum at retirement

11. For officials referred to in paragraph 5 above, the table in Instruction 10bis.1/3 of these Rules shall be replaced by the following table:

Age when assessing the payment of the pension	Factor
51	17.5738
52	17.3076
53	17.0338
54	16.7523
55	16.4630
56	16.1658
57	15.8606
58	15.5472
59	15.2256
60	14.8958
61	14.5578
62	14.2117
63	13.8574
64	13.4954
65	13.1255
66	12.7483
67	12.3640

ANNEX XI - RULES APPLICABLE TO OFFICIALS SERVING IN CENTRAL AND EASTERN EUROPEAN COUNTRIES

This text has been deleted

Please refer to Annex XXIII.

Last update: May 2003

ANNEX XII - DECISION OF THE SECRETARY-GENERAL ON THE PROTECTION OF INDIVIDUALS WITH REGARD TO THE PROCESSING OF THEIR PERSONAL DATA

Effective Date: 28 October 2022

Article 1 - PURPOSE

1.1 This Decision sets out the rules relating to the protection of data subjects, including staff members of the Organisation, with regard to the processing of their personal data by the Organisation or on its behalf.

1.2 The Organisation is responsible for the processing of personal data of data subjects by or on behalf of the Organisation, in accordance with this Decision.

1.3 Directors shall ensure that the processing of personal data under their responsibility complies with this Decision, whether the Organisation acts as a controller or a processor.

Article 2 - DEFINITIONS

For the purposes of this Decision:

a) **"AI system"** means a machine-based system that is capable of influencing the environment by producing an outcome (prediction, recommendation, or decision) for a given set of objectives;

b) **"controller"** means the Organisation, when it determines alone or jointly with others, the purposes and means of the processing;

c) **"consent"** means any freely given, unambiguous, specific and informed indication by data subjects signifying agreement to the processing of their personal data;

d) **"director"** shall refer to directors, heads of programmes, or other staff members to whom the Secretary General has conferred the responsibility for and executive authority over a programme of work. This term also includes the Executive Director of the International Energy Agency, the Secretary-General of the International Transport Forum, as well as other heads of programmes hosted by the Organisation;

e) **"personal data"** means any information relating to an identified or identifiable individual ("data subject");

f) **"personal data breach"** means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, theft of, or access to, personal data transmitted, stored or otherwise processed;

g) **"processing"** means any operation which is performed on personal data, whether or not by automated means;

h) **"processor"** means a natural or legal person that processes personal data on behalf of the Organisation. The Organisation shall be considered a processor when it processes personal data on behalf of other natural or legal persons and, in such a case, all obligations of processors under this Decision shall be respected by the Organisation.

i) **"staff members"** means the officials, the temporary staff members and any other persons employed by the Organisation

j) **"special categories of personal data"** means i) personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership; ii) genetic data and biometric data for the purpose of uniquely identifying an individual; iii) personal data concerning an individual's health, sex life or sexual orientation; or iv) personal data concerning criminal convictions or allegations.

Article 3 - SCOPE AND RESTRICTIONS

a) This Decision applies to processing by or on behalf of the Organisation.

b) This Decision does not apply to the processing by the Organisation of personal data of staff members, which are used solely for administrative purposes within the Organisation, and contain no significant risk to privacy in this context.

c) Following consultation with the Data Protection Officer, the Organisation may restrict the application of articles 4.3, 5 and 6.4 of this Decision when this is necessary and proportionate to:

   i) prevent, investigate, detect or sanction staff misconduct, in accordance with the Staff Regulations and Code of Conduct;

   ii) safeguard the safety or security of the data subject or others, or the security of the Organisation's premises or its functioning;

   iii) exercise or defend legal claims or respond to a request from the OECD Administrative Tribunal acting in its judicial capacity;

   iv) safeguard important objectives of general public interest of a Member of the Organisation or non-Member country where the personal data at issue have been transferred by that country to the Organisation.

Such restrictions shall be lifted as soon as the circumstances that justify them no longer apply.

Article 4 - PRINCIPLES RELATING TO PROCESSING

4.1 **Processing**

Personal Data shall be:

a) processed in a fair and transparent manner and for specified, explicit and legitimate purposes for the fulfilment of the Organisation's mission and programme of work;

b) adequate, relevant, accurate, reasonably kept up to date, and limited to what is necessary for the purposes for which the personal data are processed;

c) processed in a manner that ensures their appropriate security, including against any personal data breach, using appropriate technical or organisational measures;

d) kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.

4.2 **Special categories of personal data**

a) Processing of special categories of personal data is only permitted if:

   i) Data subjects have given consent to the processing of such personal data or made such personal data manifestly public;

   ii) the processing is necessary for employment with the Organisation, to safeguard the safety or security of the data subject or others, or the security of the Organisation's premises or its functioning or in relation to medical or social protection under the Organisation's Staff Regulations or under national schemes (including for health expenses coverage or the payment of family or social benefits);

   iii) The processing is necessary to exercise or defend legal claims or respond to a request from the OECD Administrative Tribunal acting in its judicial capacity.

   iv) the processing is necessary for scientific, historical or economic research purposes, statistical purposes, archiving purposes, policy formulation and implementation and is not intended to have any impact, direct or indirect, on the data subject; or

   v) the processing is based on an agreement under international law or a binding decision of the OECD Council or another competent body

b) In the cases mentioned in paragraph a) above, processing shall be proportionate to the purpose and

appropriate safeguards of the rights, freedoms and legitimate interests of the data subjects, including in particular security measures consistent with this Decision, shall be taken by the controller.

4.3 **Processing using an AI system**

When the processing involves the use of an AI system to produce an outcome that affects data subjects, the controller shall provide data subjects with plain and easy-to-understand information on the factors and the logic that serve as the basis for the outcome. Data subjects adversely affected by an outcome involving an AI system have the right to challenge the outcome with the controller, in particular on grounds of inaccuracy or bias.

Article 5 - RIGHTS OF INDIVIDUALS

5.1 **Transparency and Information**

a) The controller shall provide information on the processing and its purpose(s) to the data subjects, as well as any amendment made to such processing, which shall be set out in a concise, transparent, intelligible and easily accessible form and made available through appropriate means.

b) The information shall include:

i) contact details of the controller;

ii) contact details of the Data Protection Officer;

iii) contact details of the Data Protection Commissioner;

iv) purposes of the processing;

v) the recipients or categories of recipients of the personal data;

vi) where applicable, the fact that the controller intends to transfer personal data outside the Organisation;

vii) the period for which the personal data will be stored, or if that is not possible, the reasons why no such period is fixed;

viii) any external storage location; and

ix) the existence of the right to request access, rectification, erasure, object to processing of personal data and to submit claims.

c) Paragraphs a) and b) above shall not apply if the provision of such information proves impossible, would involve a disproportionate effort, or is likely to render impossible or seriously impair the achievement of the objectives of the processing. In such cases, the controller takes appropriate measures to protect the data subjects' rights and freedoms and legitimate interests.

5.2 **Right of access**

a) Data subjects have the right to obtain from the controller confirmation as to whether their personal data are being processed, and, where that is the case, to have access to these.

b) One copy of the requesting data subject's personal data undergoing processing shall be made available to him/her, free of charge. Where the data subject makes the request by electronic means, the information shall be provided in a commonly used electronic form.

c) The right to obtain the copy referred to above shall not adversely affect the rights and freedoms of others.

5.3 **Right to rectification and erasure**

a) Data subjects have the right to obtain from the controller the rectification or completion of inaccurate personal data concerning them.

b) Data subjects have the right to obtain from the controller the erasure of their personal data where:

i) such data are no longer necessary in relation to the purposes for which they were processed;

ii) their Personal Data have been processed in contradiction with this Decision;

iii) the data subject withdraws the consent on which the processing is based.

c) Paragraph b) above does not apply to the extent that processing is necessary for:

i) scientific, historical or economic research purposes, statistical purposes, archiving purposes or policy formulation and implementation, in so far as the erasure is likely to render impossible or seriously impair the achievement of the objectives of that processing;

ii) exercising or protecting the rights of freedom of expression and information;

iii) reasons of public interest in the area of public health and security.

5.4 **Right to object**

Data subjects have the right to object to the processing of their personal data on the grounds that such processing is not necessary for the performance of tasks carried out in the exercise of the Organisation's mission and programme of work. The controller shall consider the objection, and if well-founded shall cease to process the personal data.

Article 6 - IMPLEMENTATION FRAMEWORK FOR PROCESSING

6.1 **Accountability**

a) The controller shall implement appropriate technical and organisational measures to ensure that processing is performed in accordance with the requirements of this Decision, and be able to demonstrate that this is the case.

b) The controller and, where applicable, the processors, shall maintain a record of any processing under their responsibility. Such record shall include information related to the processing activities as set out in article 5.1 above.

6.2 **Prior consultations and data protection risk assessment**

a) Prior to a new or amended processing, the controller shall carry out a risk assessment of the impact of the envisaged processing on the protection of personal data (data protection risk assessment) and inform the Data Protection Of.

b) Where a data protection risk assessment indicates that the processing may result in a high risk for the protection of personal data, the controller shall consult the Data Protection Officer. When so consulted, the Data Protection Officer provides written advice to the controller, including on safeguards that could be usefully implemented to reduce the risk. If the Data Protection Officer considers that, even with the implementation of the safeguards, the processing would result in a high risk for the protection of personal data, he/she may decide to suspend the processing pending a decision by the Data Protection Commissioner.

6.3 **Data Protection by Design**

a) The controller shall implement appropriate technical and organisational measures that are designed to implement this Decision, both at the time of the determination of the means for processing and that of the processing itself. For that purpose, they shall take into account the data protection risk assessment, the state of the art, the cost of implementation and the nature, scope, context and purposes of the processing, as well as the likelihood and severity of the risks to rights, freedoms and legitimate interests of data subjects posed by the processing.

b) The controller shall also implement appropriate technical and organisational measures for ensuring that, by default, only personal data necessary for each specific purpose of the processing are actually processed.

6.4 **Personal data breach**

a) The controller and, where applicable, processors, shall notify the Data Protection Officer of any personal data breach as soon as possible after its discovery.

b) The notification, which shall be in writing, shall include the facts relating to the personal data breach, its likely effects and the remedial action taken or planned. Where the notification occurs more than 72 hours after the discovery, the reasons for delay shall be provided as well.

c) Where the personal data breach is likely to adversely affect data subjects, the controller shall notify the

Data Protection Commissioner without undue delay, as well as affected data subjects unless this would involve disproportionate effort.

6.5 **Transfers of personal data outside the Organisation**

a) Personal data may be transferred outside the Organisation under the conditions set out in this article and following consultation with the Data Protection Officer. Any onward transfers shall be subject to the same conditions, and only permitted for purposes that are compatible with the purpose for which the personal data were initially transferred.

b) Prior to the transfer, the controller shall ensure that the recipient of the personal data commits to safeguards that ensure a level of protection in line with this Decision, including, in particular, effective data subject rights and legal remedies. Such safeguards shall be proportionate to the risks to data subjects presented by the transfer, taking into account the nature of the data and the purpose and context of the processing;

c) Safeguards pursuant to paragraph b) above may result from:

i) contractual clauses or provisions inserted in other written arrangements;

ii) a decision of the OECD Council or another competent body that is binding upon the recipient of the personal data and the controller;

iii) other mechanisms as may be established in specific rules adopted under article 10(b) of this Decision.

d) In the absence of safeguards pursuant to paragraph (b) above, the transfer of personal data outside the Organisation is only permitted where one of the following applies:

i) data subjects have given their consent to the transfer, having been informed of the transfer and the related risks;

ii) the transfer is necessary to safeguard the safety or security of the data subject or other persons, or the security of the Organisation's premises or its functioning;

iii) the transfer is necessary for the exercise or defence of legal claims or to respond to a request from the OECD Administrative Tribunal acting in its judicial capacity.

6.6 **Processors**

The controller shall ensure that processors (and any subprocessors) provide guarantees to the Organisation on the implementation of appropriate technical and organisational measures aimed at ensuring that the processing will meet the requirements of this Decision. Such guarantees shall be provided through contractual clauses or provisions inserted in other written arrangements between the controller and the processor. The engagement of subprocessors by the processor is subject to prior written authorisation by the controller.

Article 7 - DATA PROTECTION OFFICER

7.1 The Data Protection Officer is an expert with knowledge of data protection regulations, policies and practices, who shall be appointed as an official by the Secretary-General.

7.2

a) The Data Protection Officer reports directly to the Secretary-General. He/she performs his/her duties in a fully neutral manner and in full independence.

b) As required, the Data Protection Officer shall consult with the Office of the Secretary-General and the Office of the Executive Director on matters relating to his/her functions as set out in article 7.4 below.

7.3 The Data Protection Officer shall protect information of a confidential nature that has come to his/her knowledge in the performance of his/her functions.

7.4 The Data Protection Officer shall perform the following responsibilities, inter alia, he/she shall:

a) provide information and advice to the controller and, where applicable, processors, regarding this Decision;

b) promote awareness among staff members regarding their responsibilities in relation to the protection of personal data and provide for their training in this respect;

c) provide information and advice to data subjects regarding all issues related to the processing of their personal data and the exercise of their rights under this Decision;

d) take measures to ensure compliance with this Decision;

e) on his/her own initiative or on request, verify any processing;

f) decide on the temporary suspension of a processing in case of high risks for the protection of personal data and immediately inform the Data Protection Commissioner of any such decision;

g) provide the Data Protection Commissioner with: i) his/her views on any data subjects' claims alleging breach of this Decision; ii) relevant documents and/or information on the claim, personal data and/or processing concerned;

h) cooperate with the Data Protection Commissioner and act as his/her contact point on issues relating to processing.

7.5 The Secretary-General may appoint a Deputy Data Protection Officer, who shall perform, under the same conditions, the responsibilities of the Data Protection Officer in the event of his/her absence.

Article 8 - DATA PROTECTION COMMISSIONERR

8.1 **Mandate**

a) The Data Protection Commissioner shall ensure and enforce the application of this Decision, in order to protect the rights, freedoms and legitimate interests of data subjects in relation to the processing.

b) The Data Protection Commissioner is appointed by the Secretary-General, among persons having expert knowledge of data protection regulations, policies and practices and a recognised professional experience of personal data protection matters acquired at national or international level.

c) The Data Protection Commissioner shall be appointed for a fixed term of five (5) years, which may be renewed only once for the same duration. However, in order to ensure that a Data Protection Commissioner is always in office, the term of an incumbent Data Protection Commissioner may exceptionally be extended in case of delay in the nomination of a successor to this office. The period covered by such extension(s) shall not exceed a total period of twelve (12) months. The Data Protection Commissioner may only be dismissed by the Secretary-General if he or she no longer fulfils the conditions required for the performance of his or her duties or if he or she is guilty of serious misconduct.

d) Any person who has served as Data Protection Commissioner shall not be employed in any capacity by the Organisation nor enter into any contractual relationship with the Organisation for a period of twelve (12) months from the date of the cessation of his/her mandate.

e) The detailed terms and conditions for the performance of the Data Protection Commissioner's duties are laid down by the Secretary-General and shall prohibit the Commissioner from engaging in other tasks and duties that create a conflict of interest.

f) The Data Protection Commissioner performs his/her mandate independently and in a fully neutral manner.

The Data Protection Commissioner shall neither seek nor take instructions from anyone. He/she shall have the resources necessary to exercise the mandate effectively and may inform the Secretary-General of any difficulties encountered.

g) In the performance of his/her mandate, the Data Protection Commissioner shall enjoy the same privileges and immunities as those accorded to experts on mission by virtue of the additional protocols to the Convention on the OECD. In particular, he/she may not be subject to any constraints, nor be compelled to be a witness in procedures carried out outside the Organisation, with regard to events or documents which have come to his/her knowledge in the performance of his/her mandate.

8.2 **Responsibilities**

The Data Protection Commissioner shall primarily:

a) provide advice on the optimal implementation of this Decision, taking account of new developments and challenges and best international practice;

b) investigate and review, with the assistance of the Data Protection Officer, the claims submitted to him/her alleging breach of this Decision and submit his/her final conclusions to the Secretary-General;

c) notify the controller and, where applicable, the processors, of an infringement of this Decision;

d) communicate to the Secretary-General, as necessary, general comments aimed at ensuring the protection of personal data;

e) submit an annual activity report to the Secretary-General. This report shall provide an overview of the state of data protection within the Organisation, including relevant initiatives to raise awareness and implement the requirements of this Decision. The report shall also summarise any claims submitted to the Data Protection Commissioner during the year and their results, without identifying the data subject(s) concerned. This report shall be shared with all staff members and posted on the Organisation's intranet and internet.

8.3 **Powers**

8.3.1 The Data Protection Commissioner shall have the following investigative powers:

a) to order the controller, and, where applicable, the processors, to provide any information he/she requires for the performance of his/her mandate;

b) to carry out investigations related to any processing;

c) to obtain from the controller and, where applicable, the processors, access to: i) all personal data and to all information available to them; and ii) their premises and devices necessary for the performance of his/her mandate.

8.3.2 The Data Protection Commissioner shall have the following corrective powers:

a) to order the controller and, where applicable, the processors, to:

i) comply with the data subjects' rights pursuant to this Decision;

ii) bring processing into compliance with this Decision;

iii) communicate a personal data breach to the data subjects concerned, and where the data subjects are staff members, to the Head of Human Resources Management;

iv) rectify or erase personal data or restrict processing and notify such actions to recipients to whom the personal data have been disclosed.

b) to decide to lift or maintain the suspension of the processing decided by the Data Protection Officer in accordance with article 7.4 f) above and immediately informs the Data Protection Officer and the controller of any such decision;

c) to impose a limitation, including a ban, on the processing of certain personal data.

Article 9 - SETTLEMENT OF CLAIMS

9.1 When investigating claims submitted by data subjects, the Data Protection Commissioner shall invite the controller and, where applicable, the processors, and the data subjects concerned, to express written views on the claims and the relevant facts and to provide evidence or views on evidence already at hand.

9.2 After reviewing the claim, the evidence and any written comments submitted by the controller, and where applicable, the processors, and the data subjects concerned, the Data Protection Commissioner may order or impose the measures set out in article 8.3.2 above.

9.3 The reasoned conclusions of the Data Protection Commissioner are communicated to the Secretary- General within two months of the submission of the claim. These conclusions are binding and final, except where there is an obvious material error.

9.4 The Secretary-General shall take a decision in accordance with the conclusions of the Data

Protection Commissioner and notify it, together with the conclusions of the Data Protection Commissioner, to the claiming individual, the Coordinators, and, where applicable, Processors, and the Data Protection Officer. A copy of this decision is sent to the Data Protection Commissioner.

9.5 The decision of the Secretary-General may only be challenged before the Administrative Tribunal by staff members and claimants to their rights, as well as persons applying for appointment in the Organisation, in accordance with Staff Regulation 22 and Annex III to the Staff Regulations applicable to officials.

9.6 To challenge the decision of the Secretary-General, data subjects who are not staff members, claimants to their rights or persons applying for appointment in the Organisation must, within four months from the date of notification of the contested decision, submit a written request to the Secretary-General for withdrawal or modification of the contested decision. If the Secretary-General denies such request or does not reply within a period of three months (implied denial of such request), data subjects may file a notice of arbitration in accordance with article 9.7 of this Decision.

9.7 Any dispute or claim arising out of a decision of the Secretary-General notified to data subjects who are not staff members, claimants to their rights or persons applying for appointment in the Organisation shall be settled by final and binding arbitration in accordance with the 2012 Arbitration Rules of the Permanent Court of Arbitration (PCA). The number of arbitrators shall be one (1). The appointing authority shall be the Secretary-General of the PCA. The language to be used in the arbitral proceedings shall be English. The place of arbitration shall be Paris (France).The law applicable to this arbitration shall be the provisions of this Decision. The arbitration award shall be final and binding on both the Organisation and the claimant.

9.8 Notice of arbitration given under article 9.7 must be filed with the Organisation and the International Bureau of the PCA within six months from the date of notification of the denial by the Secretary-General of the written request submitted in accordance with article 9.6 above or from the date of the implied denial of such request, whichever occurs first.

Article 10 - PUBLICITY AND AMENDMENTS

a) This Decision, which replaces the Decisions of July 1992, September 2001, September 2005 and May 2019, shall be published on the Organisation's Intranet and Internet sites and shall enter into force when so published.

b) The Secretary-General may adopt specific rules and/or guidelines on any matter related to this Decision, following consultation with the Data Protection Commissioner and the Data Protection Officer. All references to 'this Decision" shall be deemed to include such rules and guidelines.

c) This Decision shall be reviewed at least every five (5) years after entry into force and may be amended at any time.

* * *

ANNEX XIII - REGULATIONS CONCERNING THE CO-ORDINATION SYSTEM

Article 1

SCOPE OF CO-ORDINATION

a) The object of the co-ordination system is to provide recommendations to the Governing bodies of the Co-ordinated Organisations, in accordance with the provisions of these Regulations, concerning:

(i) Basic salary scales, and the method of their adjustment, for all categories of staff and for all countries where there are active staff or recipients of a pension;

(ii) Co-ordinated Pension Scheme Rules;

(iii) The object, the amount and the method of adjustment of[68]:

- expatriation allowance
- installation allowance
- household allowance
- basic family allowance
- dependent child allowance
- dependent child supplement
- handicapped child's allowance
- supplements for disabled or severely disabled child
- dependent person's allowance
- supplement for disabled and dependent parent
- expatriated child's allowance
- education allowance
- daily subsistence allowance
- kilometric allowance

b) According to the procedure referred to in Article 6, recommendations to the Governing bodies are made by the Co-ordinating Committee on Remuneration (CCR), to the extent possible in conjunction with the Committee of Representatives of Secretaries/Directors-General (CRSG) and after consultation with the Committee of Staff Representatives (CRP). Where divergent conditions exist in different Co-ordinated Organisations, recommendations on allowances and supplements may take the form of frameworks applicable to all the Organisations, within which each Organisation shall have the flexibility to adopt implementing provisions to meet its specific needs. The CCR shall be kept informed of these provisions.

c) According to the procedure referred to in Article 6, the CCR shall give its advisory opinion on any question falling within its mandate asked by the Governing body of any Co-ordinated Organisation.

Article 2

CO-ORDINATING COMMITTEE ON REMUNERATION (CCR)

a) Each member State of one of the Co-ordinated Organisations may nominate one representative to the CCR who may be assisted by alternate delegates and advisers.

b) The CCR shall elect its Chairperson by consensus for a three year mandate extendible on a yearly basis, after consultation with the CRSG and after being informed of the views of the CRP.

c) The Chairperson of the CCR shall act as the impartial Chairperson of the whole co-ordination process and

[68] The order has been reviewed to follow a more logical order

shall look after its harmonious, rapid and efficient functioning.

d) The Chairperson shall be assisted by one Vice-Chairperson/Legal adviser elected every two years by the CCR.

e) The CCR may designate one of its members to act as its spokesperson.

Article 3

COMMITTEE OF REPRESENTATIVES OF THE SECRETARIES/DIRECTORS- GENERAL (CRSG)

a) The Secretary/Director-General of each Co-ordinated Organisation shall appoint one representative to the CRSG who may be assisted by alternate delegates and advisers.

b) The Chairperson and two Vice-Chairpersons of the CRSG shall be designated according to the procedures established by the CRSG.

c) The Chairperson of the CRSG shall act as its spokesperson.

d) The Secretaries/Directors-General may meet as the Committee of Secretaries/Directors-General (CSG).

e) The CRP shall be given the prior possibility to outline to the CRSG any subjects related to remuneration policy which they consider should be raised at the sessions of the CSG.

Article 4

THE COMMITTEE OF STAFF REPRESENTATIVES (CRP)

a) The representative statutory body of the staff of each Co-ordinated Organisation and the Association of Pensioned Staff of the Co-ordinated Organisations and of their Dependants (AAPOCAD) may appoint one delegate to the CRP as well as the alternate delegates and advisers who may accompany him/her.

b) The Chairperson and his/her two CRP Vice-Chairpersons shall be designated according to the procedure established by the CRP.

c) The Chairperson of the CRP shall act as its spokesperson.

Article 5

PROPOSALS AND WORK PROGRAMME

a) The CCR shall adopt a detailed work programme, the draft of which is drawn up by its Chairperson in consultation with the CRSG and the CRP, of all items to be discussed in the next calendar year. This approved work programme shall include the timetable for considering all items mentioned therein. The Secretaries/Directors- General shall submit, each with his/her own comments if appropriate, the CCR work programme to the Governing body of each Co-ordinated Organisation for information and possible suggestions.

b) The CRSG, after consultation with the CRP, may make proposals relating to matters which fall within the competence of the CCR as defined in Article 1 above, and present them to the CCR accompanied by any comments and views of the CRP.

c) Any member of the CCR may make proposals to the CCR. After appropriate consultations, the Chairperson of the CCR shall decide which proposals have broad support amongst member States and therefore shall be brought forward for discussion in the joint meetings.

Article 6

RECOMMENDATIONS AND ADVISORY OPINIONS

a) Recommendations, in the form of reports, shall be made by the CCR by consensus and, to the extent possible, in conjunction with the CRSG. The CRP shall be consulted on the draft reports with a view to considering its position.

b) If no agreement can be reached between the CCR and the CRSG after two meetings following the submission of the proposal, the CCR will issue a report which will reflect the reasons for disagreement and set out dissenting opinions of the CRSG and comments of the CRP. However, discussions concerning the remuneration adjustment method may take longer and could require three meetings.

c) If no agreement can be reached among the CCR delegates after two meetings following the submission of the proposal, the Chairperson of the CCR shall draft a report in which he/she shall set out the positions

that have the largest support of the CCR. Dissenting opinions of CCR delegates as well as the opinion of the CRSG and comments of the CRP shall be set out in the body of the report.

d) Proposals by the CRSG which are considered non-controversial by the Chairperson of the CCR may be submitted to the CCR through a written procedure. In this case, recommendations shall be considered as accepted by the CCR if no objection has been brought to the attention of the Chairperson of the CCR. Normally any such objection should be brought to his/her attention within three weeks of the notification of the recommendations to the members of the CCR, or before such other deadline as may be set by the Chairperson of the CCR which should be not less than five working days.

e) Advisory opinions of the CCR shall be made by consensus after consultation of the CRSG and the CRP representatives from the Organisation(s) concerned. In case the subject in question is specifically related to one or more Organisations, the CCR delegations whose country is not a member of the Organisation(s) concerned will exercise due restraint in discussions on the adoption of the opinion. If no agreement can be reached among the CCR delegations after two meetings following submission of the request for an opinion, the Chairperson of the CCR shall draft a report in which he/she shall set out the advisory opinion which has the largest support in the CCR. Dissenting opinions provided in writing shall be annexed to the report.

Article 7

CONCERTATION GROUP AND FORMAL AND INFORMAL SESSIONS

a) Where discussions on a specific subject have reached an impasse between the CCR and at least one of the other parties, the CCR, CRSG and CRP may establish, as needed, a concertation group to progress on the subject in question. The concertation group will not have decision making powers and will not override the prerogatives of the CCR. It shall be chaired by the Chairperson of the CCR. The results of the concertation group's deliberations shall be presented to the three Committees of co-ordination for discussion before a CCR recommendation is formulated. The working modalities of the concertation group, designed to clarify its mandate and working procedures, shall be set out in the internal rules of procedure.

b) The CCR, the CRSG and the CRP may meet together, separately or any two together in formal or informal sessions. The Chairperson of the CCR shall act as Chairperson whenever the CCR meets with the CRSG or with the CRP.

Article 8

NOTIFICATION AND IMPLEMENTATION

a) The Chairperson of the CCR shall notify the Secretaries/Directors-General of all reports, recommendations and advisory opinions. The Secretaries/Directors-General shall transmit these reports, recommendations or advisory opinions, to the Governing body of their Organisations, as soon as possible.

b) The Governing body of each Co-ordinated Organisation shall decide on the reports, recommendations and advisory opinions made to it by the CCR.

c) The Secretary/Director-General of each Organisation shall be responsible for the implementation of the decisions.

Article 9

MEMBERS AND OBSERVERS

a) The Governing bodies of the Co-ordinated Organisations may, after having sought the advice of the CCR, accept unanimously that other international organisations participate in the system of co-ordination as members or observers.

b) An international organisation may only become a member of the co-ordination system upon approval by its Governing body of the decisions concerning co-ordination then in force.

c) When an international organisation has been admitted to participate in the system of co-ordination as an observer, the agenda, minutes and documents of the CCR, CRSG and CRP shall be provided respectively to its member countries, Secretary or Director-General and representative statutory body of its staff. Their representatives shall attend as observers the meetings of the CCR, CRSG and CRP.

d) The Governing body of any Co-ordinated Organisation may decide to terminate the application of these Regulations to that Organisation by giving one calendar year's notice to that effect. It will transmit such a decision to the other Co-ordinated Organisations. In such instance, these Regulations will remain applicable as far as the other Co-ordinated Organisations are concerned.

Article 10

ENTRY INTO FORCE

These amendments shall enter into force when approved by the Governing bodies of the six Co-ordinated Organisations (*). On such date, the Regulations concerning the co-ordination system dated 8 July 2004 shall be complemented with the present Addendum. After three years of operation of the system, these Regulations may be reviewed by the Governing bodies of the Co-ordinated Organisations.

* 5 December 2016

ANNEX XIV - COVER FOR HEALTH CARE EXPENSES UNDER REGULATION 17 a)

Article 1

This Annex lays down arrangements and procedures for payment or reimbursement of health care expenses by the Organisation's medical and social system in accordance with Instructions 117/1.6.1 and 117/1.13.1. It shall apply to the officials and beneficiaries referred to in Rules 17/1.17, 17/1.21 and 17/1.22 in accordance with Article 10 below.

Cover for health care expenses

Article 2

a) The health care expenses payable or reimbursable by the Organisation's medical and social system under Rules 17/1.6 and 17/1.13 shall be those set out in the tables in Article 11 below which describe the thirteen categories of expenditure covered and specify, where appropriate, any ceilings on reimbursement or special conditions attached to such cover.

b) Cases in which health care expenses are only payable or reimbursable subject to prior approval are specified in the tables in Article 11.

c) Plastic surgery and treatment associated with medical research not included in the standard lists of treatment which the practitioners are authorised to undertake shall only be covered subject to the favourable opinion of a doctor designated by the Organisation.

Last update: January 95

d) Medecines for which reimbursement is made include all substances or compounds recognised as having curative or preventive properties with regard to human illnesses, whether medicinal or magistral, allopathic or homeopathic, provided they have been lawfully prescribed by a doctor and invoiced by the person who lawfully supplied them. Reimbursement will also be made, on the same conditions, for vaccines, medical and surgical and orthopaedic equipment and accessories, bandages, disinfectants, hospital and home sterilisation, reagents, and tests.

Article 3

a) Health care expenses shall be paid or reimbursed:

   i) in the case of a person affiliated, when they are incurred in his country of residence or, in the case of a person affiliated under Rules 17/1.2 or 17/1.3 or his or her spouse, co-habitee or dependant entitled under Instruction 117/1.4.1 a) ii) or iii), in the country where the Organisation has its headquarters.

   ii) in the case of the other beneficiaries referred to in Instruction 117/1.4.1 a), when they are incurred in his country of residence or in the country of residence of the affiliated person through whom he is a beneficiary.

b) Health care expenses incurred in countries other than those mentioned in paragraph a) above shall only be reimbursable in the event of sudden illness or medically attested emergency, or, after prior agreement by the doctor designated by the Organisation, for medical or family reasons. However, health care expenses incurred in the country of origin of the person affiliated may be reimbursed without prior agreement, within an annual limit of 229 EUR per beneficiary. The country of origin is the country where the person affiliated is authorised his/her home leave or, alternatively, the country of his/her nationality.

Last update: October 2006

c) Applicable ceilings and conditions of reimbursement shall be those set by the tables in Article 11 for the country where treatment is given.

d) However, even when the conditions set out in paragraphs a) and b) above are not fulfilled, health care expenses incurred outside the country of residence of the person affiliated or of the beneficiary other than the person affiliated shall be covered up to the basis of reimbursement ("base de remboursement") under the sickness, maternity, work accidents and vocational diseases insurance of the French General Social Security Scheme.

Last update: September 2018

Article 4

Any request for payment or reimbursement of health care expenses not subject to any ceiling per consultation or item of treatment shall be the subject of special scrutiny, where the expenses involved appear manifestly excessive having regard to the charges habitually made for the same type of treatment in the country where it is given. Following such scrutiny, payment or reimbursement may be limited, provided the person affiliated is given advance notice thereof and is informed of the reasons for such limitation. In the case of treatment subject to prior approval, any limitation of cover shall be specified at the time approval is issued.

Payment and reimbursement procedure

Article 5

Requests for reimbursement shall be sent to the manager designated by the Secretary-General, together with all necessary forms and supporting documents. In the case of countries whose legislation requires the production of the price labels of medecines for which reimbursement is made, these labels must, except in circumstances deemed exceptional by the Head of Human Resource Management, be included with claims for reimbursement.

Article 6

When the tables in Article 11 provide for direct payment of health care expenses to providers, the request shall be made by the health care establishment to the manager in designated by the Secretary General. The manager shall make direct payment, in full or in part, to the provider accordance with the tables in Article 11. Expenses which are not paid directly by the manager, notably non-reimbursable expenses, shall be paid directly by the person affiliated to the provider.

Article 7

When treatment giving rise to health care expenses is covered subject to prior approval, application for approval shall be sent to the manager designated by the Secretary-General together with all necessary forms and supporting documents. The manager shall reply to the person affiliated in writing within 15 days.

Last update: January 96

Article 8

Where the beneficiary obtains partial reimbursement of health care expenses under one or more other social protection schemes, the original notification of payment form shall be attached to the request for reimbursement by the Organisation's medical and social system.

Article 9

Decisions taken by the manager in the performance of his duties shall be made by delegation from the Secretary-General and may be contested according to the Rules and Instructions under Staff Regulation 22.

Transitional provisions

Article 10

a) Officials referred to in Rule 17/1.17 and persons referred to in Rules 17/1.21 and 17/1.22 shall be entitled to payment or reimbursement of their health care expenses within the limits specified in the tables in Article 11, subject to deduction of the share of such expenses paid or reimbursed by French Social Security or, in the case of persons referred to in Rules 17/1.21 and 17/1.22, by the scheme providing them with primary cover, and of any benefits received under another complementary scheme.

b) The rates, ceilings and conditions of cover for the health care expenses of persons referred to in paragraph a) above shall be those applicable under the medical and social system, provided such expenses are covered by French Social Security or, in the case of persons referred to in Rule 17/1.21 and 17/1.22 who are not affiliated to the French scheme, by the scheme providing them with primary cover. Approvals or cover provided by the primary scheme shall replace the approval required under Article 2 b) above.

c) Requests for payment or reimbursement of health care expenses by persons referred to in paragraph a) above shall be accompanied by the original of the notification of benefits from French Social Security or other primary or complementary scheme and shall be sent to the manager designated by the Secretary-General in accordance with the procedure and conditions specified in Articles 5 to 9 above.

Last update: November 92

Article 11

HEALTH CARE REIMBURSEMENTS

Nature of Reimbursable Services and Items (1)	Rate of Reimbursement of Costs Incurred (2)	Reimbursement ceilings (3)		Prior Agreement	Special Requirements or Modalities
		European countries and assimilated (15)	Other Countries		
I - MEDICAL CONSULTATIONS					
1/ General practitioners:					
- consultations	92.5 %	61 € per act	92 € per act	—	
- home visits	92.5 %	68 € per act	122 € per act	—	
2/ Specialists (including psychiatrists)	92.5 %	92€ per act	153 € per act	—	
3/ Hospital and university professors	92.5 %	183 € per act	229 € per act	—	
4/ Supplements for travel expenses and holidays	92.5 %	23 € per act	23 € per act		
5/ Psychotherapy and similar treatment (not provided by a psychiatrist) (4)	92.5 %	1525 € per year/per beneficiary	2668 €	Yes	Up to 25 sessions per quarter
6/ Osteopaths, Chiropractors	92.5 %	54 € per act	54 € per act	Yes (13)	
II - DENTAL TREATMENT					
1/ Treatment and care (including check-ups, prophylactic care and periodontal treatment)	92.5 %	2000€ per year /per beneficiary	2500€	Yes	If treatment to be provided in any one year exceeds 1525 €
2/ Orthodontics (including consultations, pre-treatment assessment and appliances)	92.5 %(*)	4240€ per beneficiary for the full length of the official's contract		Yes	For all appliances required for one treatment (*) 100 % for a child if the first agreement is given before the age of 16
3/ Removable prosthesis (including all acts relating to the supply and fitting of a single prosthesis)	92.5 %	1200 € per appliance*[16])		Yes	With justification
4/ Prosthesis and related implants	92.5 %	5100€ per beneficiary per year with			
- Prosthesis		1700€ per tooth per year with 1000€ Prosthesis per year		Yes	With justification
- Implant		700€ Implant per year			

Nature of Reimbursable Services and Items (1)	Rate of Reimbursement of Costs Incurred (2)	Reimbursement ceilings (3)		Prior Agreement	Special Requirements or Modalities
		European countries and assimilated (15)	Other Countries		
III - SPECIALIZED CARE					On prescription
1/ Electrotherapy	100 %	(**)	(**)	—	
2/ Dialysis	100 %	(**)	(**)	—	Direct payment in full or in part may be made to the treatment center
3/ Chemotherapy	100 %	(**)	(**)	—	
4/ Radiotherapy	100 %	(**)	(**)	—	
IV - MEDICAL AIDES					On prescription
1/ Nurses	92.5 %	(**)	(**)	No	
2/ Masseurs and physiotherapists	92.5 %	(**)	(**)	Yes (5)	
3/ Speech therapists and orthoptists	92.5 %*	(**)	(**)	Yes (5)	(*) 100% for a child under the age of 16
4/ Chiropodists and podologists	92.5 %	(**)	(**)	Yes (5)	
5/ Home care due to an unexpected medical reason (<8h/day)	92.5 %	109 € per day	199 € per day	Yes (6)	Only following hospitalisation or unexpected immobilisation† at home due to an acute illness or accident. The care must be provided by a nurse, a nursing assistant, or a state-certified home care aide.
6/ Home care due to an unexpected medical reason (8 to 24h/day)	92.5 %	168 € per day	305 € per day	Yes (6)	Expenses under 5 and 6 are subject to a global annual ceiling of 45 days per civil year and per beneficiary, irrespective of the duration of care per day.
7/ Occupational therapists	92.5 %	(**)	(**)	Yes (5)	
8/ Psychomotor specialists	92.5 %	(**)	(**)	Yes (5)	
9/ Travel expenses of medical aides	92.5 %	9 € per act	9 € per act		
V - PHARMACEUTICALS					
Medicines, vaccines	92.5 %	(**)	(**)	—	On prescription (7)
VI - LABORATORY ANALYSIS	92.5 %	(**)	(**)	—	
VII - MEDICAL IMAGERY Including: 1/ X-ray examinations 2/ X-ray treatment 3/ Echograph examination 4/ Body scanning	92.5 %	(**)	(**)	—	On prescription

Nature of Reimbursable Services and Items (1)	Rate of Reimbursement of Costs Incurred (2)	Reimbursement ceilings (3)		Prior Agreement	Special Requirements or Modalities
		European countries and assimilated (15)	Other Countries		
5/Nuclear magnetic resonance					On prescription

Nature of Reimbursable Services and Items (1)	Rate of Reimbursement of Costs Incurred (2)	Reimbursement ceilings (3)		Prior Agreement	Special Requirements or Modalities
		European countries and assimilated (15)	Other Countries		
VIII - EYE GLASSES AND LENSES					On prescription
1/Glasses or lenses	92.5 %	See scale of reimbursement for eye glasses and lenses setting the maximum amount of expenses covered (8)		—	- 1 pair of glasses or 1 pair of lenses per year Per beneficiary (4). When discardable lenses are prescribed, the ceiling is 382 € per year. - a 2nd pair per year (4): * for children under the age of 16 * for beneficiaries over the age of 16, subject to prior agreement, or in the event of breakage of glasses or damage to lenses, on an honour statement of the person affiliated
2/Frames or lens application devices	92.5 %	145 € per beneficiary	168 € per beneficiary	—	- 1 frame per 2 calendar years - no limit for children under the age of 16, on prescription according to the child's morphological development (up to the ceiling)
IX - EQUIPMENT	92.5 %	(**)	(**)	Yes	On prescription Except when the equipment or repairs cost less than 229 €

Nature of Reimbursable Services and Items (1)	Rate of Reimbursement of Costs Incurred (2)	Reimbursement ceilings (3)		Prior Agreement	Special Requirements or Modalities
		European countries and assimilated (15)	Other Countries		
X - HOSPITALISATION Including all care and services connected with surgery and hospitalisation, even for a period of less than 24 hours and home hospitalisation					Direct payment in full or in part may be made to the hospital
For the Insured who depend solely on the Organisation's medical and social system. (14) Prior agreement and estimates are mandatory, regardless of the establishment.					
For the Insured who have a basic medical coverage with another social protection system and are covered in complement by the Organisation. (14) Estimates and prior agreements are mandatory in all establishments "non conventionnés". Estimates are compulsory in the private clinic "conventionnées" and for the private sector "Assistance Publique de Paris" hospitals.					
1/**Establishments**:					
- Public (9)	100 %	(**)	(**)	—	
- Private (10)	92.5 %	(**)	(**)	—	
- Private room supplement	92.5 %	153 € per day	153 € per day	—	
- Accompanying a child under the age of 12	100 %	77 € per day	77 € per day	—	
2/**Geriatric establishments providing medical care** (medium and long term stays)		229 € per day for a medium term stay	344 €	—	
		54 € per day for a long term stay (care)	69 €	—	As from the sixth month
- Public (9)	100 %				
- Private	92.5 %				
3/**Specialised medical establishments other than geriatric establishments** (psychiatric clinics, rehabilitation centres, convalescent homes)		(**)	(**)		
- Public (9)	100 %	(**)	(**)		
- Private	92.5 %	(**)	(**)		

Nature of Reimbursable Services and Items (1)	Rate of Reimbursement of Costs Incurred (2)	Reimbursement ceilings (3)		Prior Agreement	Special Requirements or Modalities
		European countries and assimilated (15)	Other Countries		
XI - CHILDBIRTH					
1/Pre-and post-natal consultations (including midwifery and infant check-ups)	100 % (*)	See Section I			(*) In the cases provided for by the French Social Security Scheme
- Medical imagery	100 % (*)				
- Echograph examination	100 %				After the third echograph examination during pregnancy reimbursement on prescription
- Laboratory analysis	100 % (*)				
- Amniocentesis	100 %				
2/Hospitalisation	100 % or 92.5 %	Same rates, ceiling and conditions as those for hospitalisation in the case of illness			
XII - PATIENT TRAVEL					On prescription
- Without hospitalisation (*)	92.5 %	(**)	(**)	Yes	Except in an emergency and in the case of persons recognized as having a long illness requiring expensive treatment (see: Inst. 117/1.6.3)
					(*) for using a specialised service in a hospital or care centre
- With hospitalisation for more than 24 hours	100 %	(**)	(**)	No	If it is an emergency for an appropriate establishment close to the patient home
				Yes	In other cases
XIII - HEALTH CURES, THALASSOTHERAPY				Yes (11)	On prescription
- Medical and paramedical fees	92.5 %				
- Hospitalisation	92.5 %	Same ceilings and conditions as those laid down in the tables corresponding to these headings			
- Other care / stays	92.5 %	115 € per week			
- Travel expenses	92.5 %	77 €			
- Accompanying a child under the age of 12	92.5 %	115 € per week			
• Travel expenses		77€			

Nature of Reimbursable Services and Items (1)	Rate of Reimbursement of Costs Incurred (2)	Reimbursement ceilings (3)		Prior Agreement	Special Requirements or Modalities
		European countries and assimilated (15)	Other Countries		
XIV - CARE DIRECTLY RELATED TO THE HANDICAP (12)					
- Care directly related to the handicap and board and lodging in medical establishments providing such care	100 %	(**)	(**)	No	Direct payment in full or in part possible
- Equipment and prosthesis directly related to the handicap (including repairs)	100 %	(**)	(**)	Yes	Except if the amount of the equipment or repair is lower than € 229 Cover provided only for equipment and prostheses covered by the nomenclature of French Social Security
- Travel expenses directly related to the handicap (as laid down under the French Social Security)	100 %	(**)	(**)	No	Cover for the handicapped person and, if necessary, for someone accompanying him/her **Outside France**: same principle or application of local legislation
- All other services and goods directly related to the handicap reimbursable in accordance with the preceding tables	100 %				Same conditions as for non handicapped persons

(1) Definition of reimbursable items - see Instructions 117/1.6.1 (sickness, maternity) and 117/1.13.1 (work accidents).

(2) Amendments of rates – see Instructions 117/1.6.2 (sickness, maternity) and 117/1.13.1 a) (work accidents).

(3) No ceilings – see Instructions 117/1.6.3 (sickness, maternity) and 117/1.13.1 (work accidents).

(4) Notwithstanding Instruction 117/1.6.1.b.

(5) Prior agreement is needed:

1) if more than 6 acts are prescribed in the same given prescription. The first 6 acts may nonetheless be carried out without waiting for prior agreement.

2) if the total number of sessions undertaken in a given calendar year is more than 20, regardless of the number of new sessions prescribed in the prescription in question

However, prior agreement is not required if the persons concerned by the occupational therapists and psychomotor specialists' medical care are children or adults with disabilities.

(6) Prior Agreement is necessary when the number of days prescribed is higher than seven. Nursing may be provided for the first seven days without waiting for the agreement.

(7) See definition in Article 2) d) of Annex XIV.

(8) The scale of reimbursement for eye glasses and lenses can be consulted on the intranet site or obtained from HENNER or OIC.

(9) In France, public establishments include "établissements conventionnés", outside France those applying rates set by the public authorities or negotiated with the main medical cover scheme.

(10) A supplement of 7.5 % of the rate applicable in "Assistance Publique de Paris" hospitals may be paid in cases where the French Social Security Scheme reimburses 100 % of the expenses, at the request of the person affiliated who must justify that hospitalisation in a private establishment was warranted under the circumstances.

(11) Agreement is also valid for sick leave.

(12) Reminder: provisions applicable to - persons giving entitlement to the allowances for a handicapped child or to the supplements for disabled and severely disabled child; - staff members and spouses recognised as handicapped by the legislation in their country of residence (see Instruction 117/1.6.2 c).

(13) Prior agreement is needed if the total number of sessions undertaken in a given calendar year is more than 20.

(14) In the case of an emergency, depending on circumstances, the prior agreement and/or estimate should be sent within the 10 days following admission.

(15) In order to ensure the good functioning of the reimbursement system of health care expenses, "European countries and assimilated"

means the following countries: Albania, Andorra, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Gibraltar, Greece, Hungary, Iceland, Ireland, Italy, Kazakhstan, Kirghizstan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Moldavia, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Russia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Tajikistan, Turkmenistan, Türkiye, Ukraine, United Kingdom and Uzbekistan. This list should not be interpreted as implying any political or geographical consideration.

(16) If two appliances are required (upper and lower), the ceiling will be multiplied by two.

(**) Subject to the provisions of Article 4 of Annex XIV

(†) Any physical inability to move occurring unexpectedly and resulting from an accident or sudden illness, confirmed by a doctor and requiring the beneficiary to rest at home as (prescribed by a doctor).

Last update: January 2023

Appendix 1 to Annex XIV

AGREEMENT BETWEEN THE GOVERNMENT OF THE FRENCH REPUBLIC AND THE ORGANISATION FOR ECONOMIC CO-OPERATION AND DEVELOPMENT ON THE SOCIAL PROTECTION OF MEMBERS OF THE STAFF EMPLOYED BY THAT ORGANISATION IN FRANCE

The Government of the French Republic, of the one part, and

The Organisation for Economic Co-operation and Development, on the other part,

HAVING REGARD to the Agreement of 5th March 1959 between France and the Organisation for European Economic Co-operation (OEEC) on the application of French Social Security legislation to the staff of that Organisation,

HAVING REGARD to the exchange of letters of 26th January 1966 between France and the Organisation for Economic Co-operation and Development supplementing the Agreement of 5th March 1959 on the application of French Social Security legislation to the staff of that Organisation,

WHEREAS the Organisation for Economic Co-operation and Development has established a Pension Scheme for the benefit of its staff which came into force on 1st July 1974,

DESIROUS of replacing the above-mentioned Agreement of 5th March 1959 and of altering the situation of members of the staff of the Organisation in regard to French Social Security legislation, taking account of changes both to that legislation and to the social protection provided by the Organisation for members of its staff,

Have agreed as follows:

Article 1

Insofar as the Organisation for Economic Co-operation and Development (hereinafter referred to as the "Organisation") sets up, for all or part of its staff, an autonomous social protection scheme or joins the social protection system of some other international organisation in respect of all or part of the risks assured by French Social Security, those members of the staff who benefit from such scheme and the Organisation itself shall be exempt from compliance with the French Social Security scheme in respect of such risks and from payment of the corresponding compulsory contributions, on the terms laid down by an Administrative Arrangement signed by the French Authorities and the Secretary-General of the Organisation.

Last update: May 93

Article 2

Insofar as, pursuant to Article 1 of this Agreement, all or part of the staff of the Organisation and the Organisation itself, as employer of such staff, are not subject to French legislation in regard to family benefits, the dependent children of the staff members concerned shall only give rise to entitlements, under this Agreement, to family benefits and advantages provided by the Organisation's scheme.

Article 3

OECD officials in service at the time of entry into force of the Administrative Arrangement and entitled to join an autonomous social protection scheme covering sickness, maternity, invalidity, death, work accidents and occupational diseases, may choose to decline to join such scheme in respect of such risks and to opt, on the terms specified in the Administrative Arrangement, to remain in the French Social Security scheme in respect of all such risks.

Article 4

Members of the staff of the Organisation who, in respect of all or part of the risks assured by French Social Security, are not entitled to benefits under an autonomous social protection scheme of the Organisation, shall be subject to French legislation on the terms specified in the Administrative Arrangement.

Article 5

1. The Organisation shall, as employer of the staff mentioned in Articles 3 and 4 of this Agreement, be subject to French Social Security legislation, except for its rules relating to verification and disputes.

Last update: May 93

2. The Organisation shall also deduct, from the remuneration of staff members referred to in Article 4 of this Agreement and who are not exempt from tax on emoluments paid by the Organisation, contributions other than Social Security contributions which are based on such remuneration and chargeable to them under French legislation and which are allocated to fund the French Social Security from which those staff members benefit.
3. The methods for and possible difficulties in determining the tax base and collecting contributions shall be settled in accordance with the provisions of the Administrative Arrangement.

Article 6

The competent French Authorities and the Secretary-General of the Organisation shall consult with each other on steps to be taken in the event of substantial changes to French Social Security legislation or regulations on the one hand, or to the Organisation's social protection scheme and benefits thereunder on the other.

Article 7

1. The details of and difficulties in the implementation of this Agreement or the Administrative Arrangement shall be settled directly between the competent French Authorities and the Secretary- General of the Organisation.
2. Where a difficulty cannot be settled in this way, the dispute shall be resolved by common agreement through diplomatic channels or, in default of such agreement, by arbitration in accordance with the procedure agreed by the Parties in the Administrative Arrangement.

Article 8

1. This Agreement repeals and replaces the Agreement of 5th March 1959 between France and the Organisation for European Economic Co-operation on the application of French Social Security legislation to the staff of that Organisation and the exchange of letters of 26th January 1966 between France and the Organisation for Economic Co-operation and Development supplementing the Agreement of 5th March 1959 on the application of French Social Security legislation to the staff of the said Organisation.

Last update: May 93

2. This Agreement shall be valid for a period of one year from the date of its coming into force. It shall be deemed to be renewed from year to year, unless notice of termination is given three months before the end of each period.
3. The two Parties shall notify each other of completion of their internal procedures necessary for approval of this Agreement, the date of entry into force of which shall be fixed by exchange of letters(*).

Done in two copies in Paris on 24th September 1991, in English and French, both texts being equally authentic.

For the Government of the French Republic

Jacques LE CHARTIER DE SEDOUY
Ambassador
Head of the Permanent Delegation of France
to the Organisation for Economic
Co-operation and Development

For the Organisation for Economic
Co-operation and Development
Jean-Claude PAYE
Secretary-General
of the Organisation for Economic
Co-operation and Development

(*) This Agreement came into force on 1st January 1993.

Appendix 2 to Annex XIV

ADMINISTRATIVE ARRANGEMENT FOR THE IMPLEMENTATION OF THE AGREEMENT BETWEEN THE GOVERNMENT OF THE FRENCH REPUBLIC AND THE ORGANISATION FOR ECONOMIC CO-OPERATION AND DEVELOPMENT ON THE SOCIAL PROTECTION OF MEMBERS OF THE STAFF EMPLOYED BY THAT ORGANISATION IN FRANCE

The French Authorities represented by Mr Jacques LE CHARTIER DE SEDOUY, Ambassador, Head of the Permanent Delegation of France to the Organisation for Economic Co-operation and Development, of the one part,

and

The Organisation for Economic Co-operation and Development represented by Mr Jean-Claude PAYE, Secretary-General, of the other part,

Having regard to the Agreement between the Government of the French Republic and the Organisation for Economic Co-operation and Development on the social protection of members of the staff employed by that Organisation in France (hereinafter referred to as "the Agreement"),

Have agreed as follows:

General provisions

Article 1

a) Officials of the OECD shall be excluded from all French Social Security legislation as from entry into force of this Administrative Arrangement. They shall be entitled to benefits provided by the Organisation.

Last update: May 93

b) Auxiliary staff of the OECD shall be subject to all French Social Security legislation and shall be affiliated to the general French Social Security scheme.

c) Salaried consultants of the OECD shall be subject to French Social Security legislation and affiliated to the general French Social Security scheme as regards:

   i) irrespective of the length of their appointment:

      - cover for sickness, maternity, invalidity and death;
      - cover for work accidents and occupational diseases;

   ii) when the total length of their service with the Organisation exceeds three months within any period of twelve consecutive months:

      - surviving spouse benefits and old age insurance.

d) Employees of the OECD:

   i) shall be subject to all French Social Security legislation and shall be affiliated to the general French Social Security scheme;

   ii) shall be affiliated to a complementary pension scheme;

   iii) shall be subject to French legislation on unemployment insurance.

Article 2

In accordance with Article 3 of the Agreement and notwithstanding Article 1 a) of this Administrative

Arrangement, officials of the Organisation in service with the OECD at the time this Administrative Arrangement takes effect may, prior to the said Arrangement's taking effect, apply to remain affiliated to the general French Social Security scheme in respect of cover for sickness, maternity, invalidity, death, work accidents and occupational diseases. Officials who exercise this option may subsequently renounce it, for the future, provided they are admitted to the Organisation's social protection system. Such renunciation shall be irrevocable.

Last update: May 93

Cover for sickness, maternity and death

Article 3

a) Persons who cease to pursue a gainful occupation which is subject to a French sickness- maternity- death insurance scheme to take up service as an official of the Organisation shall be entitled to the benefits in kind and in cash in respect of sickness-maternity-death provided by the Organisation's social protection scheme from the time they take up their duties.

b) In the case of officials who leave the Organisation to take up a gainful occupation which is subject to a French sickness-maternity-death insurance scheme and who thus become entitled to benefits under that scheme, account shall be taken, as necessary, of periods of service with the Organisation in respect of conditions relating to probationary periods and duration of registration required by French legislation for entitlement to benefits in kind and in cash under the sickness-maternity-death insurance scheme.

Old age insurance

Article 4

In cases where the periods of service of officials of OECD completed on their leaving the Organisation do not entitle them to benefits in the form of a pension, these officials may apply to buy back pension rights under the French old age insurance scheme for the period of service with the Organisation in respect of which no voluntary contributions were paid for old age insurance, in accordance with the French legislation applicable at the time such application is submitted.

Family benefits

Article 5

a) In accordance with French Social Security legislation, differential allowances shall be paid in respect of the dependent children of officials of the Organisation by the "caisse d'allocations familiales" competent for the area concerned, on the conditions set out below.

Last update: May 93

b) The benefits provided by the Organisation and taken into account in determining entitlement to differential allowances shall be as follows:

- the household allowance;
- the dependent child allowance;
- the rent allowance;
- the allowance for a handicapped child;
- the allowance for the birth of a child.

c) The overall family benefits under French Social Security legislation shall be taken into account in determining entitlement to differential allowances.

d) An official of the Organisation shall be entitled to the differential allowance where, for any quarter of a calendar year, the global amount of benefits due in respect of such period under the French legislation for all his or her dependent children within the meaning of that legislation is greater than the global amount of benefits paid in respect of such period by the Organisation for the same children. The allowance shall be equal to the difference between the two amounts being compared.

e)

i) To establish entitlement to the differential allowance, the applicant shall provide evidence of the amount of family benefits paid by the OECD and of salaries paid by the Organisation.

ii) In calculating the amount of the possible differential allowance, the competent French Authorities shall determine the amount of family benefits pursuant to the general granting conditions provided for under French legislation.

Contributions

Article 6

a) The Organisation shall deduct at source Social Security contributions payable by employers and employees under French legislation in respect of cover for which its employees are affiliated to the general French Social Security scheme under this Arrangement. Contributions of officials referred to in Article 3 of the Agreement shall be based on the emoluments from which pension contributions are deducted, and those of other members of the staff referred to in Article 4 of the Agreement shall be based on total remuneration paid to them, in accordance with the provisions of French legislation applicable to employees affiliated to the general French Social Security scheme.

b) The Organisation shall, pursuant to the second paragraph of Article 5 of the Agreement, deduct at source the "contribution sociale généralisée", in accordance with the rules laid down by French legislation, on remuneration payable to the auxiliary staff, salaried consultants and employees referred to in Article 1 above.

Article 7

The Secretary-General of the Organisation shall make available to inspectors from the "Unions pour le Recouvrement des Cotisations de Sécurité Sociale et d'Allocations Familiales" - URSSAF - on their written request, documents necessary for the calculation of Social Security contributions. Verifications shall be subject to the provisions of Supplementary Protocol No. 2 to the Convention on the OECD of 14th December 1960 on the privileges and immunities granted to the Organisation, in particular in France. Such verifications may only relate to documents listed in the Annex to this Administrative Arrangement, and only to facts subject to verification and may only concern persons subject, in respect of the cover in question, to the French Social Security scheme in application of the Agreement and of this Administrative Arrangement.

Final clauses

Article 8

The arbitration procedure provided for under Article 7 of the Agreement shall be operated according to the following provisions: the Arbitration Tribunal shall be composed of three arbitrators, one of whom shall be designated by the Government of the French Republic, one by the Secretary-General of the Organisation, and the third one by the two first arbitrators or, failing an agreement on their part to such designation, by the President of the International Court of Justice.

Article 9

When persons affected by this Administrative Arrangement or those who derive rights to benefits through them take up residence outside France, old age or invalidity pensions and annuity payments in respect of work accidents in accordance with French Social Security legislation or under the Organisation's scheme shall be settled, paid and shall continue to be paid in their new country of residence.

Article 10

At the request of the French Authorities or of the Secretary-General of the Organisation, the Parties shall from time to time review the conditions under which the Agreement and Administrative Arrangement are being

implemented.

Last update: May 93

Article 11

This Administrative Arrangement shall be concluded for the duration of the Agreement and shall take effect on the same date(*).

Done in two copies in Paris on 24th September 1991, in English and French, both texts being equally authentic.

For the Government of the French Republic	For the Organisation for Economic Co-operation and Development
Jacques LE CHARTIER DE SEDOUY Ambassador Head of the Permanent Delegation of France to the Organisation for Economic Co-operation and Development	Jean-Claude PAYE Secretary-General of the Organisation for Economic Co-operation and Development

(*) This Administrative Arrangement came into force on 1st January 1993.

Last update: May 93

Annex to Appendix 2

DOCUMENTS RELATING TO THE THREE PREVIOUS YEARS TO BE SUBMITTED IN CASE OF CONTROL BY THE "UNIONS POUR LE RECOUVREMENT DES COTISATIONS DE SÉCURITÉ SOCIALE ET D'ALLOCATIONS FAMILIALES"

- URSSAF -

- Payroll
- Copies of payslips
- Copies of summary statements of contributions
- Copies of annual statements of social data
- Notifications of rates of work accidents

Last update: May 93

ANNEX XV - CONTRIBUTION RATES APPLICABLE TO AFFILIATES TO THE MEDICAL AND SOCIAL SYSTEM

DECISION OF THE SECRETARY-GENERAL

Having regard to Staff Rule 17/1.15 and Staff Instruction 117/1.15.1;

Having regard to Staff Rule 17/1.20 c) and Staff Instruction 117/1.20.1;

After consultation of the Staff Association;

Considering that the cost of cover for health care expenses in case of sickness and maternity includes the cost of insurance including the funding of the reserve for smoothing out trends in contributions to be borne by the Organisation and affiliates, as well as management costs of health care reimbursements;

DECIDES:

The contributions of affiliates to the Medical and Social System of the Organisation are set at the following rates which are applicable as from 1st January 2006:

a) for the cover of health care expenses in the event of sickness or maternity for affiliates to the "Global System" (Staff Rule 17/1.6):

- 2.5% of the basis as defined in Instruction 117/1.15.1 a);
- 1.51% of the basis as defined in Instruction 117/1.15.1 a) for former officials who are affiliated voluntarily and who are entitled in another capacity to cover for health care expenses which provides a cover and a level of payment or reimbursement accepted as satisfactory, [under Instruction 117/1.15.1 c)];
- 7.5% of the basis as defined in Instruction 117/1.15.1 a) for affiliates under Instruction 117/1.2.5 ("personal affiliation");

b) for capital payments for death or invalidity:

- 0.45% of emoluments for serving staff affiliated to the Pension Scheme;
- 0.70% of emoluments for serving staff affiliated exclusively to the Provident Fund;

c) for the affiliates whose voluntary affiliation is suspended under Instruction 117/1.5.3: a lump sum contribution of 15.98 EUR a month during the period of suspension.

Last update: October 2006

ANNEX XVI - DECISION OF THE SECRETARY-GENERAL ON MEDIATION

Article 1 - General

The following provisions shall apply to mediation within the Organisation. The aim of mediation is to facilitate the amicable settlement of individual disputes and relational conflicts.

Article 2 - Appointment

The Secretary-General shall appoint one or two Mediators, on the recommendation of the Executive Director and after consultation with the Staff Association. The following provisions shall apply to the Mediators.

Article 3 - Mandate

a) The Mediator shall examine requests for intervention submitted to him/her by either staff members, former staff members or the duly qualified claimants to their rights, or the Head of Human Resource Management, with a view to resolving, insofar as possible and at source if possible:

   i) individual disputes that staff members, former staff members or the duly qualified claimants to their rights may have with the services of the Organisation (except for disputes relating to periodical adjustments of remuneration, allowances and pensions) and;

   ii) relational conflicts that staff members might have, in the performance of their duties, with their supervisors or other staff members;

b) The Mediator shall communicate to the Secretary-General, the Executive Director and the Head of Human Resources, each time it is necessary, general comments aimed at facilitating the prevention or settlement of the disputes or conflicts mentioned above;

c) The Mediators shall submit an annual activity report to the Secretary-General. This report is circulated to all staff members of the Organisation. It shall not permit the identification of the names of the persons who asked the Mediators to intervene or who took part in the mediation process.

Article 4 - Appointment procedure

No later than one month before the appointment of the Mediators and after consultation with the Staff Association, the Executive Director shall draw up a list containing the names of at least four persons, for submission to the Secretary-General.

Article 5 - Conditions of appointment

a) The persons referred to in paragraph a) of Article 4 above must have been trained in, or have recognised professional experience of, the amicable settlement of disputes between employers and employees and relational conflicts within a company or a national or international administration. They must speak both official languages of the Organisation.

b) Anyone who is employed or has been employed by the Organisation may not be appointed as Mediator.

c) Without prejudice to Article 6 below, anyone who has held a mandate as Mediator within the Organisation may not be appointed as Mediator within a period of three years of the end of his/her mandate or cessation of duties.

Article 6 - Duration and renewal of the term of office

The term of office of the Mediator shall be two years; this term shall be renewable once for a period of three years, after consultation with the Staff Association. However, the term of office of the Mediator may be extended pending the appointment of a successor to an incumbent Mediator.

Article 7 - Conditions for the performance of duties

In the performance of his duties, the Mediator shall enjoy the same privileges and immunities as those enjoyed

by experts on mission by virtue of additional protocol No 2 to the OECD Convention. All particular conditions for the performance of the Mediator's duties, completing the provisions in the present Decision, are laid down by the Secretary-General.

Article 8 - Independence and neutrality

The Mediator shall perform his/her duties in full independence and in a fully neutral manner. He may neither seek nor receive instructions. He/she may not be subject to any constraints, nor may he be compelled to bear witness, in procedures carried out either inside or outside the Organisation, with regard to events or documents which have come to his/her knowledge in the performance of his duties.

Article 9 - Professional secrecy of the mediation process

The Mediator shall maintain the professional secrecy of the events and documents which have come to his/her knowledge in the performance of his/her duties. In particular, he/she may not divulge without the consent of the person who requested his/her intervention either the identity of that person or the information that person conveyed to him/her. The only exception to these rules shall be in the event of serious and imminent harm for one or more persons. (...)

Article 10 - Confidentiality of documents

The Mediator shall ensure the confidentiality of the documents he/she has received and personal notes he has taken in the course of his/her intervention missions; he/she shall keep them in a secure location. These documents and notes shall be destroyed by the Mediator upon completion of the mission to which they relate or, at the latest, at the end of his/her term of office.

Article 11 - Mediators' Secretariat

An official of the Organisation shall be designated to provide the Mediators with secretariat services and to provide the assistance required. Articles 8, 9 and 10 above shall apply mutatis mutandis to that official in the performance of his/her duties, it being understood that he/she may receive instructions from the Mediators.

Article 12 - Referral

a) Any matters falling within the scope of the Mediator's mandate may be referred to the Mediator at any time.

b) However, the Mediator may no longer be asked to intervene, or if he/she has been asked to intervene, may take no further action, with regard to:

   i) an individual dispute relating to performance evaluation, periodic advancement or the job classification of an official if an application has been made to the Re-evaluation Commission provided for in Regulation 22 until such time as the said Commission has delivered an opinion;

   ii) an individual dispute relating to the specialist medical review procedure provided for in the Instructions to Regulation 22;

   iii) a relational conflict relating to events subject to an investigation within the meaning of Annex XXV to the Staff Regulations or to a disciplinary procedure within the meaning of Regulation 21 and its related Instructions; the person who has asked the Mediator to intervene, if that person is aware that this investigation or procedure is under way, shall inform the Mediator accordingly.

c) The request for intervention of the Mediator shall not have the effect of suspending or interrupting the time limits for lodging an appeal, as provided for in Regulation 22 and in Annex III to the Staff Regulations. The Mediator shall draw the attention of those requesting his/her intervention to the present provision, as and when required.

Article 13 - Refusal to intervene or end of intervention

The Mediator may decline any request to intervene he/she may receive, or may end his/her intervention at any time. He/she shall recuse himself/herself in the event of a conflict of interest.

Article 14 - Impediment or recusation

In cases where the Mediator is prevented from intervening or recuses himself/herself, the mediation shall be performed, where applicable, by the other Mediator. In the event that a second Mediator has not been appointed, or should the other Mediator also find himself/herself in such a situation, the Secretary-General, after

consultation with the Staff Association, shall appoint an ad hoc Mediator who meets the conditions set out in Article 5 above.

Article 15 - Lack of decision-making or supervisory powers

The Mediator shall have no decision-making or supervisory powers.

Article 16 - Means of action

a) The Mediator shall endeavour to help find a solution to the individual disputes or relational conflicts referred to him/her, through the use of any means within the Organisation he/she feels are appropriate: interviews, confrontations, recommendations, etc.

b) In the performance of his/her duties, the Mediator shall have access to personnel files of all staff members and to all documents he/she deems useful to consult. If copies of documents taken from these personnel files are handed over to the Mediator, the latter may under no circumstances divulge their contents or send copies to the person who has requested his/her intervention – nor to any other staff member who has not been authorised, by virtue of his/her duties, to consult such files. However, the Mediator may inform the person who has requested his/her intervention of the opinion he/she formed on reading those documents.

c) The Mediator may organise meetings inside the Organisation.

d) In the event of settlement of a relational conflict referred to him/her, the Mediator may, subject to the agreement of the staff members concerned, set down this settlement in a confidential document that he/she may give to them.

e) In the event of settlement of an individual dispute referred to him/her, the Mediator shall set down this settlement in a document that he/she shall submit for approval to the Organisation and to the staff member or former staff member or the duly qualified claimants to this latter's rights.

Article 17 - Informing the Secretary-General

The Mediators may inform the Secretary-General of the difficulties encountered in the performance of their mandate.

Article 18 - Participation in the mediation process

a) Staff members shall provide the Mediator, at the latter's request, with all documents and information which the Mediator deems useful to perform his/her duties and shall provide all the necessary assistance to allow the Mediator to successfully carry out his/her mission.

b) Any staff member interviewed by the Mediator shall not to divulge the information and documents which have come to his/her knowledge in the course of the mediation. The only exception to these rules shall be in the event of serious and imminent harm to one or more persons. Any disclosure of information obtained by a staff member during the mediation process shall be subject to disciplinary measures.

c) Any staff member interviewed by the Mediator in the course of the mediation process may neither seek nor receive instructions. He/she may not be subject to any constraints nor may he/she be compelled to bear witness, in procedures carried out either inside or outside the Organisation, with regard to events or documents which have come to his/her knowledge in the course of the mediation process.

d) Any third party outside the Organisation interviewed by the Mediator is under the obligation not to divulge the information and documents which have come to his knowledge in the course of the mediation. The only exception to these rules shall be in the event of serious and imminent harm to one or more persons. Before being interviewed, the third party shall be reminded of his obligation by the Mediator and shall confirm his agreement in writing.

Article 19 - Informing the person who requested the Mediator's intervention

In the course of or, at the latest, at the end of each mission which followed a request for intervention, the Mediator shall inform the person asking for his/her intervention of the outcome of the steps he/she has taken. He/she may not disclose any further information without the express permission of the person from whom he/she received this information.

ANNEX XVII - DISTINCTION BETWEEN DOCTORS

DECISION OF THE SECRETARY-GENERAL

Having regard to Regulation 17 a) of the Staff Regulations;

Having consulted the Staff Association;

Whereas the term "doctor" is used in the Staff Regulations to cover a variety of situations and it is desirable to specify that the doctors referred to in certain provisions are designated by the manager or the insurer of the medical and social system, on behalf of the Secretary-General,

DECIDES:

"The doctors referred to in Instructions 117/1.6.3, 117/1.7.1 a), 120/4.2 b) and c), 122/4.1 et seq. and in Articles 2 c) and 3 b) of Annex XIV are doctors, other than those of the Organisation, designated by the manager or the insurer of the medical and social system on behalf of the Secretary-General".

Last update: June 97

ANNEX XVIII - SPECIAL LEAVE

[In accordance with the decision of the Council of 6 March 2001, the provisions marked by an asterisk shall be prolonged until 27 February 2002. Should these rules later be changed, none of the provisions ceasing to be applicable shall give rise to acquired rights.]

Last update: March 2001

Scope of application and general provisions

1. Upon notification of the intention of the Secretary-General to terminate their appointment pursuant to Staff Regulation 11 a) iii), the following officials may be placed by the Secretary- General, at their request, on special leave:

   a. officials with indefinite term appointments;

   b. officials with fixed-term appointments who have served no less than ten consecutive years with one or more of the co-ordinated organisations specified in Staff Rule 17/7.1.

1.bis

   a. When an official asks that the Secretary-General place him/her on special leave, the competent advisory body under Staff Regulation 6 shall be consulted if the official so requests in writing as part of his/her petition to be placed on special leave. The decision of the Secretary-General to place the official on special leave may not be taken until after this body has expressed its opinion.

   b. The competent advisory body shall be consulted after expiry of the three-month period referred to in Instruction 111/1.7, or earlier if the official has chosen not to be redeployed in the Organisation. The official must be heard by this body, if he has so requested, within eight days of receiving the letter informing him/her of the date on which his/her case is to be submitted to it for consideration. Should he be physically unable to attend, the advisory body shall take its decision in the absence of the official, who may designate another serving official to represent him/her.

2. Special leave shall take effect on the date fixed by the Secretary-General and shall not exceed 5 years.

3. Officials on special leave shall not be entitled to any leave, allowance benefit, indemnity or payment on account of the period of special leave other than those specifically provided for in this Annex.

4. Officials on special leave shall receive in equal monthly instalments the amount of the indemnity to which they would have been entitled on account of loss of employment. Such amount shall be calculated on the basis of the scale of salaries applicable in the country in which the official was serving prior to the beginning of the special leave.

5. Accrued annual leave and the indemnity instead of notice owing to the official at the time of beginning special leave may be added to the amount of the indemnity mentioned in the previous paragraph and paid in the same way.

6. At the date special leave begins, officials may credit for the Pension Scheme the periods corresponding to the amount calculated in accordance with paragraphs 4 and 5 above, within the limits set by instruction 4.1/1 ii) and v) of the Pension Scheme. Their personal contribution is deducted from the amount on which the monthly instalments are based. Officials affiliated to the Provident Fund may credit such periods to their individual account in the same conditions and within the same limits.

7. The instalments shall be adjusted at the beginning of each financial year by applying to them the average interest rate obtained by the Organisation on its short-term investments during the previous year.

8. Unless otherwise stipulated, officials on special leave remain subject to the rights and obligations of officials of the Organisation.

Last update: April 2000

Social protection

9. Officials on special leave shall not benefit, on account of such leave, from the provisions of Staff Regulations 17 a) and b) concerning medical and social cover and affiliation to the Pension Scheme and the Provident Fund. However, at their request, they shall be entitled to cover for health care expenses by the medical and social system of the Organisation, provided that they pay a contribution determined by the Secretary-General under Staff Rule 17/1.15. Such request shall be made no later than the month that follows the beginning of the special leave. Officials on special leave affiliated to the French Social Security scheme shall remain affiliated to this scheme, provided that they pay the applicable contribution, and shall continue to be entitled to complementary health care benefits.

Instructions

9/1 Officials on special leave affiliated to the medical and social system of the Organisation in respect of cover for health care expenses shall pay a monthly contribution expressed as a percentage of the highest of the two following amounts:

a. the monthly instalment paid to the official on account of special leave; or

b. the pension which would be due to a former official of the same grade and step, and who leaves the Organisation at the age of 60 after 20 years' service.

9/2 For the application of Instruction 117/1.2.1 a) iv) concerning voluntary affiliation to the medical and social system of the Organisation in respect of cover for health care expenses, former officials whose appointments ended following the expiry of special leave shall be assimilated to former officials whose appointments were terminated under Staff Regulation 11 a) iii).

10. Officials on special leave may apply for financial assistance in case of financial distress arising out of an accident, serious or prolonged illness or family difficulties as provided for under Staff Rule 17.4/3.

Travel and Removal Expenses

11. At any time after the beginning of special leave, officials on special leave may claim reimbursement of their travel and removal expenses for return to the place of their residence at the time of taking up duty, in accordance with the conditions applicable to the reimbursement of travel and removal expenses incurred on leaving the service of the Organisation.

12. If an official on special leave is transferred to a post in the Organisation, the Secretary-General may grant him/her such financial assistance as he/she deems appropriate in respect of the official's cost of returning to his/her duty station if by virtue of the immigration or labour law in the country of the official's duty station prior to special leave, the official could not obtain remunerated employment in that country. Such financial assistance may not exceed the travel and removal expenses that may be reimbursed to officials taking up duty.

End of appointment and of special leave

13. Except in cases of transfer to a post in the Organisation, the appointment of an official on special leave shall expire at the end of that leave.

14. The period of special leave shall expire:

a. on the date agreed upon at the beginning of special leave;

b. on the date the official resigns, claims his/her retirement benefits, reaches the age limit or on the death of the official;

c. on the date the official takes up employment in the Organisation or with another employer or exercises a remunerated professional activity: or

d. on the date of termination of the appointment of the official for disciplinary reasons.

15. Officials on special leave may resign by giving written notice of no less than 30 days to the Secretary-General.

16. Subject to paragraph 17 below, an official on special leave or, in case of death, the duly qualified claimants

to his/her rights, shall receive at the end of special leave a lump sum representing the difference between the sums to which he/she would have been entitled under Staff Regulation 11 a) iii), adjusted in accordance with paragraph 7 above, and those that have been paid to him/her during special leave.

17. When special leave ends as a result of a transfer to a post in the Organisation, the lump sum referred to above and the total sums paid during special leave, shall not amount to more than the emoluments the official concerned would have earned at his/her last grade and step during the period of his special leave. If, at the time of transfer, the sums already paid on account of special leave exceed the emoluments the official concerned would have earned at his/her last grade and step during special leave, the official shall reimburse the Organisation for the excess amount.

Last update: February 97

ANNEX XIX – RENT ALLOWANCE

The provisions of the present Annex shall apply to officials in receipt of a rent allowance at 1 January 2001 for as long as they rent the dwelling place for which entitlement to the allowance was established.

1. Officials of grade A1, A2, LI1-LT1 or LT2, or of category B or C, who are not the owners, or whose spouse is not the owner, in the Paris area, of a dwelling place which the Secretary-General considers to be suitable for their requirements, having regard to their functions and family status, and who rent a dwelling place considered suitable for their requirements, may receive a rent allowance. The rent allowance may not be granted to married officials who do not receive the household allowance.

   1/1 An official, who fulfils the conditions laid down in this Annex and who is the owner of a dwelling place in the Paris area which he/she does not occupy, may only be granted the rent allowance after deduction of the rent which he/she receives or should normally receive according to the market price for the dwelling place of which he/she is the owner.

2. The rent allowance is paid only if the rent exceeds a fraction of the emoluments which varies according to the official's grade as follows:

   - Category C, grades B1, B2, B3, B4: 15 per cent
   - Grades B5, B6: 20 per cent
   - Grades A1, A2, LI1-LT1, LT2: 22 per cent

3. In this Annex, rent shall mean the actual rent paid excluding all related operational costs (heat, light, etc., and maintenance costs).

4. In this Annex, emoluments shall be the salary as defined in Rule 15/1, increased, where appropriate, by household, expatriation and language allowances, less compulsory contributions made to French Social Security or to the Medical and Social System of the Organisation, Pension Scheme or Provident Fund, and for death or total permanent invalidity benefits.

5. The rent allowance of an official shall be a percentage of the difference between his rent and the fraction of his emoluments as specified in this Annex. This percentage shall vary, according to his family status, as follows:

   - officials who do not receive the household allowance and officials who receive the household allowance with no dependant: 50 per cent;
   - officials with one dependant: 55 per cent;
   - officials with two or more dependants: 60 per cent.

6. The rent allowance may not, in any case, exceed:

   - 10 per cent of the official's emoluments, in the case of an official of category C, or of grade B1, B2, B3 or B4;
   - 5 per cent of the official's emoluments, in the case of an official of grade B5, B6, A1, A2, LI1-LT1 or LT2.

   6/1 Applications for rent allowance should be made to the Head of Human Resource Management, who is authorised to determine entitlement to this allowance and to fix, in each case and on the basis of documentary evidence, the amount of allowance due in application of this Annex.

   6/2 The rent allowance shall be payable monthly at the same time as the emoluments for the month in respect of which it is due.

   6/3 Officials shall inform the Head of Human Resource Management of any change affecting their entitlement to rent allowance.

Last update: 1 January 2001

ANNEX XX - DECISION OF THE SECRETARY-GENERAL ON CONFLICT AND HARASSMENT PREVENTION AND RESOLUTION

PREVENTING AND DEALING WITH HARASSMENT AT THE OECD

POLICY AND GUIDELINES

INTRODUCTION: PREVENTING AND DEALING WITH HARASSMENT AT THE OECD

1. Staff are expected to treat their colleagues and all other persons with dignity, courtesy and respect, and to refrain from verbal or physical abuse and any form of harassment. The OECD is committed to promoting a work environment that is free of personal harassment, sexual harassment (collectively referred to herein as "harassment") and abuse of authority, as well as addressing any form of inappropriate behaviour that is inconsistent with the expected standards of conduct for an official of the Organisation. Accordingly, the purpose of this Policy is to promote a positive and harmonious work environment that is free from harassment, to prescribe measures to deter inappropriate behaviour and prevent it from escalating into harassment, and to provide various means for resolving staff concerns about inappropriate behaviour in or in connection with the work environment.

Standards of Behaviour

2. All OECD staff and persons engaged by or with the OECD shall treat one another, whether supervisors, peers or subordinates, in a professional manner, with courtesy, dignity and respect, and without harassment, or physical, psychological or verbal abuse. Any form of harassment constitutes misconduct and may result in the imposition of disciplinary measures, up to and including termination of employment, in accordance with Regulation 21.

Multi-Cultural Context

3. In an international and multi-cultural work environment like the OECD, all staff should be aware that their own cultural norms and values may not be shared by colleagues, and they should therefore be sensitive to misunderstandings or disagreements based on those differences. At the same time, these differences do not excuse inappropriate behaviour or harassment. Within the context of this international and multi-cultural work environment, all staff members are expected to observe the highest possible standards of behaviour and shall treat others with courtesy, dignity and respect.

Policy Overview

4. This Policy has the following components: (i) it prohibits harassment and other inappropriate behaviour that is offensive or may create an atmosphere of hostility or intimidation in the work environment (Part I); (ii) it establishes procedures, both informal and formal, to assist staff in finding effective ways to deal with behaviour they find inappropriate and resolve their concerns (Part II); and (iii) it prescribes the respective roles and responsibilities within the Organisation in preventing and addressing such behaviours and in maintaining a respectful work environment (Part III).

PART I: PROHIBITION OF PERSONAL HARASSMENT, SEXUAL HARASSMENT AND ABUSE OF AUTHORITY

Application

5. All OECD staff and all other persons engaged by or with the OECD, regardless of the type or duration of their engagement with the Organisation and the location where they are called upon to work, are covered by the Policy as provided herein.[69]

6. Everyone working for the OECD (whether directly or indirectly), including persons on secondment, staff on loan from other organisations and interns as well as personnel of external contractors performing services for the OECD are protected under this Policy. Conversely, the obligation to treat others, including any person who has a professional interaction with the Organisation, with courtesy, dignity and respect, applies to all of these categories as well.

7. If the accused person[70] is not employed directly by the OECD, the matter will be addressed under the OECD's contract with the accused person's employer or referred to that external party or other responsible organisation to address under their own employment rules. When circumstances warrant, external parties may be excluded from OECD premises on this basis.

8. The Policy also applies to prohibited conduct that occurs outside the duty station (for example, during missions, conferences or other settings in which individuals may find themselves in connection with their OECD work), and/or outside working hours.

9. Special care needs to be taken on missions, where mission members often work closely together for extended periods away from home. Taking advantage of this forced proximity to press unwelcome attention on another person could constitute harassment and mission members should avoid all forms of behaviour that could constitute, or be interpreted as, harassment.

Concepts, definitions and examples

10. Personal harassment, sexual harassment and abuse of authority may take various forms, and therefore a single all-encompassing definition is not possible. However, for purposes of this Policy, the following definitions and examples may be useful to identify and categorize these types of inappropriate behaviour, which generally refer to any unwelcome or offensive conduct that has had, or might reasonably be expected to have, the effect of:

    - Offending, humiliating, embarrassing or intimidating another person(s); or
    - Creating an intimidating or hostile work environment and/or unreasonably interfering with the other person(s)'s ability to carry out their functions for or at the OECD.

11. Harassment is not defined by the intention of the offender, but rather by the impact of his/her behaviour on the recipient. If a specific action could reasonably be perceived as offensive, humiliating or intimidating, that action may be regarded as harassment, whether or not such harm was deliberate. Therefore, in their interactions with others, staff should always consider how their behaviour could be perceived by others and avoid behaviour that may create an atmosphere of hostility or intimidation.

12. Harassment may take various forms, through words (spoken or written), gestures or actions. Harassment normally implies persistent or repetitive events rather than a single or isolated occurrence. However, a one-off incident might be considered as harassment if it is serious enough in itself.

Personal harassment

13. "Personal harassment" generally refers to any unwelcome and unwanted conduct that might reasonably be expected or perceived to create a hostile work environment and/or demeans, belittles or humiliates an

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69 For purposes of this Policy, the "complainant" is the aggrieved person who alleges that he/she has been at the receiving end of harassment, abuse of authority or other inappropriate behaviour as defined under this Policy

70 For purposes of this Policy, the "accused person" is the person identified by the complainant as allegedly having engaged in harassment, abuse of authority or other inappropriate behaviour as defined under this Policy

individual, in violation of the right to dignity at work. Harassment may occur in a range of situations, for example:

- *from a superior to a subordinate*
- *from a subordinate to a superior*
- *from a colleague to a peer, a supplier, etc.*
- *through scapegoating of an individual by a group ("mobbing")*

14. Personal harassment normally involves repeated behaviour or a pattern of behaviour, although it may also take the form of an accumulation of incidents, even if each incident, taken in isolation and out of context, would not be regarded as harassment. Examples of behaviours that may constitute personal harassment include, without limitation:

    (i) Intimidating behaviour, including threats, shouting, or abusive language or gestures

    (ii) Offensive comments (especially in public), undue pressure, antagonism, or refusal to communicate

    (iii) Repeatedly humiliating, ridiculing, mimicking or belittling someone, particularly if in front of colleagues

    (iv) Offensive jokes, sarcasm, gossip or ridicule

    (v) Repeatedly ignoring or excluding someone from meetings and professional activities without a valid business reason; talking across them or not listening to them

    (vi) Racial or sexual epithets, slurs and negative stereotyping of an individual or group, directly or indirectly

    (vii) Display of images or written materials that are offensive, obscene or otherwise create a hostile work environment

    (viii) Derogatory or otherwise discriminatory remarks about such personal characteristics as racial or ethnic origin, nationality, opinions or beliefs, gender, sexual orientation, health or disabilities

Sexual harassment

15. "Sexual harassment" is any unwelcome behaviour of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation to another, when such conduct interferes with work, creates an intimidating, hostile or offensive work environment, or is made a condition of employment or career opportunities. Sexual harassment may be verbal (e.g., suggestive innuendoes, jokes of a sexual nature), physical (e.g., unwanted physical contact), or visual (e.g., displaying sexually suggestive objects or pictures), as exemplified in the non-exhaustive list below under paragraph 17. Anyone, regardless of their gender or sexual orientation, can be either targets or the offenders who engage in sexual harassment.

16. Sexual harassment is particularly egregious when it takes the form of direct or implied threats or promises that submission to sexual advances will be a condition of favourable career treatment. This type of harassment occurs when demands of a sexual nature are accompanied either by the promise of a reward for acquiescence or threats of detrimental action for refusal. This situation typically arises when a more senior person takes improper advantage of his/her rank or status to try to elicit sexual favours from a subordinate; if so, such behaviour would also constitute an abuse of authority (see below).

17. In addition to situations involving an abuse of authority, a wide range of other types of behaviour may also constitute sexual harassment, depending on the circumstances in which they occur. Examples of behaviours that may constitute sexual harassment include, without limitation:

    (i) The repetition of suggestive comments or innuendos of a sexual nature that, even if minor in themselves, gain in offensiveness as they accumulate

    (ii) The exhibition of materials of a sexually oriented nature in the workplace or in a work-related setting

    (iii) The use of crude or obscene language or gestures, or the telling of risqué or obscene jokes or stories

    (iv) Repeated and/or exaggerated comments about a colleague's personal appearance, or about his/her

physical features

(v) Invitations to social activities or "dates" if they persist after the recipient has made clear that they are not welcome

(vi) Unwarranted, intrusive or persistent questioning about a person's private life

(vii) Direct propositions of a sexual nature, including any link between acceptance of such propositions and conditions of employment, promotion, professional development, etc.

(viii) Deliberate and unwelcome physical contact, or unnecessarily close physical proximity

Abuse of authority

18. When harassment is committed by an official who is in a position to influence the career or employment conditions of the target of the harassment (for example, through recruitment, assignment, contract renewal, performance evaluation or promotion), it may also constitute an abuse of authority, which elevates the seriousness of the potential misconduct. Possible examples of behaviours that may constitute an abuse of authority include, without limitation:

(i) sexual harassment by a supervisor or person in a position to impact the target's employment status or career

(ii) Requesting staff to do personal favours or errands outside the context of the workplace or the target's work functions

(iii) Pressuring staff to distort facts or break the rules

Behaviours not constituting harassment

19. The usual performance by staff members of their functions and duties, including the discharge of managerial and supervisory responsibilities, does not in itself constitute harassment. The taking or implementation of difficult decisions on work-related issues that could be the subject of disagreement, such as assignments or performance assessment, which might include comments indicating areas in need of improvement, or that might include directions that work be completed to an appropriate standard or within a prescribed timeframe, are a normal part of those responsibilities.[71] Reasonable actions of this nature are not acts of harassment or an abuse of authority, unless they are carried out in a manner that is reasonably perceived as demeaning, humiliating or otherwise in violation of the right to be treated with courtesy, dignity and respect.

20. Although various forms of behaviour related to interpersonal conflict in the work environment, such as the occasional raised voice or sarcastic remark, do not necessarily constitute harassment, they are inappropriate and should be avoided, because they undermine professional dignity and can be damaging to the work environment. Moreover, such behaviour may escalate and become harassment if not promptly addressed and stopped. Therefore, if a situation has made staff feel uncomfortable, insulted or isolated, they are strongly encouraged to approach the accused person, either directly or with assistance from the resources noted below, and make their concerns known, even when the behaviour does not rise to the level of harassment. By virtue of their position, managers have a key role in establishing and maintaining a positive and harmonious working environment, including respectful treatment by and towards others.

21. Close personal relationships of a consensual nature between staff members do not, in themselves, constitute sexual harassment. However, such relationships between supervisors and subordinates or other situations where one of the staff in the relationship is in a position to influence the career prospects of the other create the risk of an actual or apparent conflict of interest. Such relationships should therefore be disclosed to Human Resources Management (HRM) so that they may take appropriate action in order to prevent or mitigate any conflict of interest (e.g., through reassignment).[72]

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[71] If there is a disagreement between staff and their manager relating to performance evaluation, periodic advancement or post classification which cannot be resolved, such matters should be referred to the Re-evaluation Commission as provided under Regulation 22

[72] If staff members are unsure whether and when to disclose a close personal relationship, they may seek advice and guidance from the Head of Ethics on a strictly confidential basis

PART II: RESOLUTION PROCEDURES

Overview

22. If possible, it is best to deal with inappropriate behaviour by discouraging it at an early stage by speaking up to the offender. Offenders may not realise the impact that their behaviour had on others, and may discontinue once this is brought to their attention.

23. However, in the event that the behaviour continues, or if the complainant is not comfortable approaching the offender on his/her own, there are both informal and formal channels available for raising concerns and resolving the problem. Under the informal channels, the parties themselves attempt to resolve the concerns about the behaviour in question, which may involve the support or assistance of third parties. Under the formal channels, the Organisation applies its internal procedures to establish the facts following a report of behaviour and, if appropriate, imposes corrective measures to remedy the situation.

24. There are various resources available to advise staff and inform them of their options, so that they may choose the course of action with which they are most comfortable. In this manner, staff may consider such factors as the severity of the behaviour in question and the desired outcome in deciding what course of action to take. The Organisation is prepared to provide support with respect to each of these options, bearing in mind that they have different consequences in terms of what the process entails and the possible outcome(s).

25. Regardless of the option chosen by staff, the response to concerns about harassment will protect the privacy of those involved and ensure confidentiality to the maximum extent possible. However, if the complainant is unwilling to have his/her identity and concerns made known to the accused person, either directly or by a third party, this will limit the various means for dealing effectively with the matter.

Informal channels

26. The objective of informal resolution is to settle any concerns over allegedly offensive or unwelcome conduct as soon as possible in a fair, constructive and respectful manner, through open communication and cooperation. Staff members are encouraged to participate in informal means of resolution and make good faith efforts to address and resolve the problem before it continues or escalates.

27. Although the authority or status of the persons involved or other considerations can make direct discussions difficult, staff who believe they are the target of harassment are encouraged to try and resolve the matter informally by raising it directly with the accused person. However, if staff feel unable to do so, or if the behaviour persists after they have raised it, they may consult any of the resources provided by the Organisation. The complainant may choose whatever resource he/she is most comfortable in approaching. Regardless of the resource(s) selected by the affected person, these third parties are expected to act with complete neutrality towards both the complainant and the accused person. These resources are also available to those who are alleged to have engaged in harassment.

28. In addition to their manager or supervisor, staff may consult with one or more of the following persons to discuss the situation and the options for dealing with it:

    - The HRM Business Partner for their directorate or Head of Client Services Group
    - The Mediation Service
    - The Staff Association
    - The Social Advisers
    - The Medical Service
    - The Head of Ethics[73]

Formal channels

29. Staff who consider themselves to be the target of harassment, sexual harassment or abuse of authority

[73] Affected individuals may prefer and are encouraged to discuss their situation with the Head of Ethics, who can offer confidential advice/assistance by explaining the applicable legal framework, the options available and indicate resources available for support purposes

may submit a written report of alleged misconduct to the Secretary-General either directly or through the relevant Deputy Secretary-General, the Director or Head of Service, the Director of Internal Audit, the Executive Director, the Head of HRM or the Head of Ethics. Complainants are strongly encouraged, but not required, to provide information concerning the name and functions of the accused person; the nature, location and dates of any incident(s) or behaviour(s) on which the report is based; the names of potential witnesses, if any, to the incidents or behaviours in question; any documentation in support of the report, such as emails, photos, or medical reports; and the outcome or remedies that the complainant seeks.

30. A written report of harassment normally triggers a sequential process to determine whether the allegations are well-founded which, if so, could lead to disciplinary action, as follows:

    (i) Preliminary assessment by the Head of HRM to ascertain whether information that is brought to his/her attention concerns conduct that, if confirmed, might constitute a breach of the internal rules of the Organisation. If so, the matter may proceed to a full fact-finding investigation; if so

    (ii) The investigation itself in accordance with Annex XXV (Investigation Procedure); and

    (iii) Assuming the fact-finding investigation establishes the allegations in question, a disciplinary process, as provided in Regulation 21.

31. Following preliminary assessment of the written report of harassment, the Head of HRM will provide a written response to the complainant to inform him/her of the decision that has been taken with regards to opening an investigation and of any other decisions taken concerning the matter.

32. Consistent with Annex XXV, anonymous reports may be allowed.[74] However, the anonymity of a report may render the initiation or completion of an investigation or disciplinary process more difficult, and may hinder the Organisation's ability to take action on the case.

33. Although there is no time limit on initiating a formal process, complainants are encouraged to initiate the formal process without unnecessary delay, both to protect themselves and to maximize the chances of relevant information and evidence, including witness testimony, being available.

Confidentiality

34. All staff who are aware of measures that have been taken or are underway to address alleged inappropriate conduct shall respect the sensitivity and confidentiality of the matter. In such cases, staff must refrain from discussing the matter or otherwise sharing information or documentation among themselves or with anyone who does not have a 'need to know' in order to perform their official duties in connection with this Policy. Every effort must be made to preserve the dignity, rights and self-respect of the parties to the matter. Any person heard as part of an investigation shall be bound by confidentiality.

Ongoing follow-up and support after resolution of a report

35. After a report about harassment has been resolved, the situation will be closely monitored to ensure that all persons involved in the report make the transition to their normal duties as smoothly and quickly as possible. Managers will also monitor their work units to ensure that there is no potential for a repetition or resumption of improper behaviour.

Protection against retaliation

36. Any retaliation or threat of retaliation against individuals reporting any type of misconduct under this Policy, or participating in the investigation of such reports (for example, as witnesses), will be deemed serious misconduct, and will lead to disciplinary action.[75] At the same time, any accusation or report shown to be made in bad faith will also be considered serious misconduct and will be treated in the same manner.

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[74] In accordance with Annex XXV, anonymous reports may only be allowed on an exceptional basis when sufficiently convincing evidence corroborates the allegations made or when the allegations concern a risk of physical harm to an individual or a financial risk to the Organisation or possible serious prejudice to the image or interests of the Organisation

[75] See Annex XXVIII to the Staff Regulations, Rules and Instructions

PART III: ROLES AND RESPONSIBILITIES IN PREVENTING AND ADDRESSING HARASSMENT

37. The Secretary-General shall:

(i) Foster a climate of mutual respect and act as a role model by demonstrating the highest standards of personal conduct

(ii) Hold all supervisory staff who report to him or her accountable for compliance with this Policy as part of the assessment of their performance

(iii) Ensure that mechanisms to informally resolve workplace conflicts are available and that concerns or reports about improper workplace behaviours are taken seriously and are responded to promptly and diligently

(iv) Appoint persons, as listed above under paragraph 28, to be available to provide advice and assistance to staff members who believe they have been subjected to harassment, have been accused of harassment, have witnessed harassment, or need advice regarding harassment issues

(v) Take appropriate action to maintain the safety and well-being of relevant parties and to protect the interests and reputation of the Organisation including, where necessary, taking disciplinary or administrative measures to deal with violations of the Policy

38. The Human Resource Management (HRM) shall:

(i) Maintain strictly confidential records on allegations of harassment and the actions taken to address them

(ii) In conjunction with the Head of Ethics[76], monitor the effectiveness of this Policy in its implementation and report periodically to senior management on harassment reports and related matters

(iii) Ensure that there are informal channels to provide appropriate support, assistance and counselling available to staff before, during and after the resolution of harassment-related concerns

(iv) In situations where staff submit a formal report of harassment or other improper behaviour, conduct an initial review to determine whether to refer the report for a full investigation in accordance with Annex XXV to the Staff Regulations, as appropriate

(v) Where warranted, take appropriate disciplinary or other measures with respect to staff who have been found to have engaged in harassment, sexual harassment and/or abuse of authority, as well as appropriate action with respect to non-staff personnel who have engaged in such behaviour (e.g., as provided under a vendor contract)

(vi) Once a report is resolved, monitor the situation to ensure that all parties resume their normal duties as smoothly and quickly as possible, and that the offensive behaviour is not repeated

39. Managers at all levels have a key role and bear special responsibility for preventing and addressing any occurrence of harassment. Accordingly, managers shall:

(i) Set a positive example and demonstrate the highest standards of behaviour

(ii) Foster a harmonious working environment where all staff are treated with dignity and respect and ensure that no one feels threatened or intimidated in the workplace

(iii) Make themselves available to those who wish to raise concerns in confidence, and deal with those concerns promptly and effectively

(iv) Pay attention to signs of a deteriorating work atmosphere, and take steps to promptly resolve problems in a sensitive manner

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[76] See Annex XXVII to the Staff Regulations, Rules and Instructions

(v) Act promptly and effectively to stop any form of harassment, and ensure that potentially offensive material is not displayed or circulated in the work place

(vi) Undertake and complete any mandatory training requirements on preventing and dealing with harassment, familiarise themselves with this policy and related policies and procedures, and ensure that their subordinates do so as well

40. All staff, regardless of their grade and contract status, share responsibility for preventing harassment and maintaining a harmonious work environment. Accordingly, staff and others who work for or are engaged by OECD shall:

(i) Demonstrate tolerance, sensitivity and respect for diversity in their interactions with others

(ii) Ensure that they do not engage in, encourage others to engage in, or condone inappropriate behaviour or harassment

(iii) Undertake any mandatory training requirements on preventing and dealing with harassment and familiarise themselves with this policy and related policies and procedures

(iv) Offer support to those concerned if they observe that a colleague may be subject to harassing behaviour. In addition, staff members who become aware of harassment are expected to bring it to the attention of the Secretary-General either directly or through the relevant Director or Head of Service, the Director of Internal Audit, the Head of HRM or the Executive Director.

(v) Fully cooperate with those responsible for investigating allegations of misconduct, and fully respect the confidentiality of the process.

Last update: March 2025

ANNEX XX bis - DECISION OF THE SECRETARY-GENERAL ON PREVENTION AND RESPONSE TO SEXUAL EXPLOITATION AND ABUSE (SEA)

INTRODUCTION: PREVENTING AND ADDRESSING SEXUAL MISCONDUCT AT THE OECD

1. The OECD is committed to upholding the highest ethical standards, reflecting its core values as an international organisation and the fundamental principles and rules that apply to its staff and that should guide them in the discharge of their functions for the Organisation. The Organisation is committed to promoting and upholding a comprehensive culture of respect, dignity, and inclusiveness. To support this commitment, the Organisation has established a robust comprehensive framework to prevent and address all forms of misconduct, including of a sexual nature.

2. OECD staff, especially managers at all levels, have a responsibility to create and maintain an environment that prevents any forms of misconduct, and that promotes the standards of conduct set out in the OECD Staff Regulations, Rules and Instructions applicable to Officials of the Organisation (the "Staff Regulations")[77].

3. This Policy addresses sexual exploitation and abuse (SEA) committed by OECD staff vis-à-vis external parties, especially those in a situation of vulnerability. This Policy complements the Decision of the Secretary-General on Conflict and Harassment Prevention and Resolution ("Annex XX to the Staff Regulations"), which covers harassment and sexual harassment (SH) where the victims and the subjects of allegations are OECD staff or all other persons engaged by or with the OECD. Annex XX and this Annex XX bis to the Staff Regulations taken together constitute the OECD framework to prevent, report, and respond to Sexual Exploitation, Abuse and Harassment (SEAH) allegations.

[77] See in particular Title II of the Staff Regulations, and the Decision of the Secretary-General on OECD Code of Conduct (the "Code of Conduct") set out in Annex XXX to the Staff Regulations

PART I: PROHIBITION OF SEXUAL EXPLOITATION AND ABUSE

Definition and examples

4. "Sexual Exploitation" refers to any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another person. Examples of behaviour that might constitute sexual exploitation include, but are not limited to:

   (i) Coercing individuals into engaging in sexual activities or other forms of abusive, humiliating, degrading or exploitative behaviour in exchange for money, goods, services, employment opportunities, or other benefits;

   (ii) Trafficking for the purpose of sexual exploitation.

5. "Sexual abuse" refers to the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Examples of behaviours that might constitute sexual abuse include, but are not limited to:

   (i) Sexual assault;

   (ii) Rape or attempted rape;

   (iii) Engaging in sexual activities with children (persons under the age of 18) regardless of the local age of consent or majority and in spite of mistaken belief of the age of a person.

6. "Staff" means all officials as well as unclassified staff, temporary staff members, staff on loan to the Organisation, and interns who are to abide by the same standards of conduct as officials to the extent that they are, by virtue of the OECD legal framework applicable to them, bound by the same rules.

7. "Victim" refers to a person who identifies their experience as being, or having been, sexually exploited or abused by an OECD staff or a person engaged by or with the OECD[78].

8. "Reporting person" a person who reports an allegation of SEA against an OECD staff or another person engaged by or with the OECD.

9. "Subject of allegations" refers to a staff or person engaged by or with the OECD who is the subject of allegations of SEA misconduct.

General principles

10. The difference between SEA and SH is the victim. In accordance with paragraph 3 above, victims of SEA are external parties to the Organisation, while victims of SH are primarily OECD staff and all other persons engaged by or with the OECD.

11. SEA is an egregious form of misconduct which cannot be tolerated. In this respect, the OECD has zero tolerance towards SEA and inaction against allegations of it.

12. For purposes of the Staff Regulations, SEA and attempts thereof constitute serious misconduct and therefore ground for disciplinary measures, up to and including dismissal, in accordance with Staff Regulation 21.

13. The OECD recognises the importance of placing the dignity, safety and well-being of the victims of SEA at the centre of the prevention and response concerning SEA.

[78] This includes, where applicable, external service providers and their employees as part of the provision of services to the OECD

PART II: REPORT OF SEA ALLEGATIONS, RESPONSE PROCEDURE AND REFERRAL TO DONORS AND NATIONAL AUTHORITIES

Reporting SEA allegations

14. Allegations of SEA misconduct may be reported to the Organisation as follows:

    a) OECD staff should use the reporting mechanisms set out in the Staff Regulations.[79]

    b) External persons to the Organisation should submit a written report of alleged SEA misconduct via the dedicated email address: OECD.ReportMisconduct@oecd.org .

15. To facilitate assessment and support, reports of SEA allegations should be as detailed as possible and include the following information:

    a) if known, the names and functions of the victim(s) and the subject(s) of the allegations;

    b) the nature, location and dates of any incident(s) or behaviour(s) on which the report is based; the names of potential witnesses, if any, to the incidents or behaviours in question;

    c) any documentation in support of the report, such as emails, photographs, medical reports or any other evidence.

16. To be effective, and to facilitate the collection of evidence, SEA allegations should be made as soon as possible. Anonymous reports may be allowed in the conditions set out in Annex XXV to the Staff Regulations.

17. Information about SEA allegations must be treated by all staff with confidentiality in order to protect the identities, privacy and reputation of the victims, reporting persons and subjects of the allegations. Staff must refrain from discussing the matter or otherwise sharing information or documentation other than as necessary for the implementation of this Policy, Annex XXV to the Staff Regulations and Staff Regulation 21.

Response to SEA allegation

18. In principle, allegations of SEA should give rise to an investigation carried out in accordance with Annex XXV to the Staff Regulations, provided that the criteria specified therein for opening such investigation have been satisfied.

19. Depending on the outcome of the investigation, the Organisation may initiate disciplinary action with respect to the staff concerned in accordance with Staff Regulation 21.

20. It is OECD standard policy to include relevant clauses on the prohibition and prevention of SEAH in contracts for goods and services with external partners. If the subject of the allegations is not employed by the OECD, the matter will be addressed under the OECD's contract with the employer or referred to that external party or other responsible institution to address under their own rules. The matter could also be referred to national authorities pursuant to paragraph 23 below.

Report to Donors

21. If foreseen in agreements between the Organisation and donors, the OECD might inform donors of credible allegations of SEA, i.e. allegations giving rise to an investigation carried out in accordance with Annex XXV to the Staff Regulations.

22. In such case, information will be reported if it does not jeopardise the conduct of any ongoing investigation or infringe due process or fundamental rights. Such information will be made in accordance with OECD internal regulations, rules and policies, including with respect to confidentiality of non-public information,

[79] See in particular Annex XXV, the Decision of the Secretary-General Concerning the Investigation Procedure Within the Organisation ("Annex XXV to the Staff Regulations")

privacy and independence of the OECD as an intergovernmental organisation. In particular, the confidentiality of information relating to and the privacy of the people involved in the matter will be maintained, identifying data such as the name(s) and function(s) of these people will not be disclosed, and the report will focus only on the reported allegations and the response of the Organisation.

Referral to National Authorities

23. Any matter involving SEA may be reported to the national authorities consistent with the relevant provisions of Annex XXV to the Staff Regulations.

Last update: March 2025

ANNEX XXI - VOLUNTARY EARLY RETIREMENT STATUS FOR MAINTENANCE STAFF

Scope of application and general provisions

1. The present voluntary early retirement scheme shall apply exclusively to officials assigned to maintenance duties when they file the request referred to in Article 2 and whose name has been placed on the exhaustive list drawn up by the Head of Human Resource Management. The Head of Human Resource Management may include on this list officials who have been assigned to maintenance duties since at least 1 October 1994.

2. The Head of Human Resource Management may place on voluntary early retirement status, at their own request, officials who:

   - have been placed on the list referred to in Article 1;
   - are over 50 and under 60 years of age; and
   - have a degree of partial permanent incapacity recognised by the Organisation's Medical Board resulting from a disease caused by exposure to asbestos.

3. Voluntary early retirement status shall take effect on the date set by the Head of Human Resource Management and no later than the first day of the second month following the official's request, without prejudice to the provisions of Article 8 below. The Organisation may assign another official to the functions held by the official immediately prior to being placed on voluntary early retirement status.

Last update: January 2011

4. Officials placed on voluntary early retirement status may not claim leave, indemnities, allowances, benefits or payments other than those specifically provided for in this annex. Moreover, they shall not exercise a gainful occupation outside the Organisation.

5. Subject to Article 4, officials placed on voluntary early retirement status shall remain subject to the rights and obligations of officials of the Organisation.

Remuneration during the period of voluntary early retirement

6. Officials placed on voluntary early retirement status shall receive a monthly allowance equivalent to the amount of the retirement pension to which they would have been entitled at age 60 if they had continued working until that age. This allowance shall be adjusted at the same date and rate as the salaries of serving staff.

7. Officials placed on voluntary early retirement status shall be eligible for the provisions on the household allowance, child's allowance, dependant's allowance and benefits for a handicapped child.

8. Officials must have exhausted their accrued entitlement to annual leave before their voluntary early retirement status takes effect.

Medical and social protection

9. Officals placed on voluntary early retirement status shall be entitled, during their period of voluntary early retirement, to cover for health care expenses under the Organisation's medical and social system and to death and invalidity protection, subject to payment of a contribution set by the Secretary- General in accordance with Rule 17/1.15 of the Staff Rules. Officials placed on voluntary early retirement status who are affiliated to the French Social Security scheme shall continue to be affiliated to this scheme, subject to payment of the applicable contribution, and to be eligible for supplementary health care benefits.

9/1 Officials placed on voluntary early retirement status affiliated to the Organisation's medical and social system for cover of heath care expenses shall pay a monthly contribution expressed as a percentage of the monthly allowance paid to the official under voluntary early retirement status. The

percentage applicable shall be the same as that set for serving staff.

9/2 Officials placed on voluntary early retirement status affiliated to the Organisation's medical and social system for death and invalidity insurance shall pay a monthly contribution expressed as a percentage of the following:

- the salary corresponding to the official's last grade and step before being placed on voluntary early retirement status, adjusted in accordance with Regulation 19 of the Staff Regulations, and
- the household, child's and dependant's allowances paid to the official during the period of voluntary early retirement.

The percentage applicable shall be the same as that set for serving staff.

9/3 For application of Instruction 117/1.2.1 a) iv) concerning the voluntary affiliation to the Organisation's medical and social system in respect of cover for heath care expenses, former officials whose appointment has terminated at the expiry of a period of voluntary early retirement shall be assimilated to former officials whose appointment has terminated under one of the conditions provided for under Regulation 11 a) iii) of the Staff Regulations.

9/4 For application of Rules 17/1.10 to 17/1.14 concerning protection in the event of death or invalidity, officials placed on voluntary early retirement status shall still be considered to be assigned to the functions to which they were assigned immediately prior to the beginning of their voluntary early retirement.

Last update: January 2011

Maintenance of affiliation to the Organisation's pension scheme or provident fund

10. During the period of voluntary early retirement, officials shall continue to be affiliated, as serving officials, to the pension scheme or provident fund, subject to payment of a contribution expressed as a percentage of the official's salary at his last grade and step periodically adjusted in accordance with Regulation 19 of the Staff Regulations. The percentage applicable shall be the same as that set for serving staff.

10/1 For application of Article 13 of the Pension Scheme Rules on the invalidity pension, officials placed on voluntary early retirement status are still considered to hold the post to which they were assigned immediately prior to the beginning of their voluntary early retirement.

Travel and removal expenses

11. An official placed on voluntary early retirement status may, at any time after this status has taken effect, request the reimbursement of his/her travel and removal expenses in order to return to the place where the official resided at the time of taking up duty, under the conditions applicable for the reimbursement of travel and removal expenses incurred when leaving the service.

Termination of appointment and of voluntary early retirement status

12. The appointment of an official placed on voluntary early retirement status shall terminate upon expiry of this status.

13. Voluntary early retirement status shall expire:

- on the last day of the month following the date on which the official reaches the age of 60;
- on the date on which the official is paid an invalidity pension or annuity;
- on the date on which the official resigns, takes up his/her retirement pension or dies; or
- on the date of termination of the official's appointment on disciplinary grounds.

ANNEX XXII - DECISION OF THE SECRETARY-GENERAL ON THE INTELLECTUAL PROPERTYRIGHTS

Further changes to the Staff Regulations, Rules and Instructions were published on 14 October 2002 (Basic principles, rights and duties, discipline and civil liability, policy to prevent and combat harassment). As part of this modification of the Staff Manual, it has been decided to move the rules relating to the intellectual property rights on any work produced by an official in the performance of his/her duties and incorporate them, unchanged, in the provisions concerning the terms of appointment, which are themselves currently the subject of a comprehensive review by the Executive Committee.

Consequently, pending a final decision by the Council and in order to avoid any regulatory vacuum on this point in the meantime, the Secretary-General has decided that the current rules on intellectual property within the Organisation should continue to apply, namely:

1. All rights, including copyright and patent rights, in any work produced by an official as part of his/her official duties are vested in or assigned to the Organisation, unless such rights are waived by the Secretary-General in favour of the official concerned.
2. Requests for authorisation to publish or make use of any work, as specified in paragraph 1, above, should be made to the Secretary-General by the official concerned through his supervisor. The latter shall inform the Head of Human Resources Management.

Should you have any questions about these rules relating to intellectual property rights, please contact Human Resource Management.

ANNEX XXIII - RULES APPLICABLE TO OFFICIALS SERVING OUTSIDE THE HEADQUARTERS

Article 1

The Regulations, Rules and Instructions applicable to officials of the Organisation shall apply to officials serving outside the headquarters of the Organisation except as otherwise provided hereinafter.

Article 2

Salary and allowances

a) The salary provided for under Staff Rule 15/1 and the allowances provided for under Staff Regulation 16 a) and d) shall be those shown in the tables annexed hereto. These salaries and allowances shall be laid down and payable in the currency of the duty country. The other provisions relating to salaries and allowances shall apply, *mutatis mutandis*, to officials serving outside the headquarters.

b) In the absence of a salary table or a table of allowances for the country in which an official is serving, these shall be established using the relevant table applicable to officials serving at the headquarters of the Organisation. These salaries and allowances shall be established in euros and payable, unless otherwise decided by the Secretary-General, in the currency of the duty country.

Last update : January 2011

Article 3

Installation allowance

The installation allowance specified in Staff Rule 16/4 shall be payable to any official who, at the time of posting outside the headquarters, was not resident in the duty city. The other provisions relating to the installation allowance shall apply, *mutatis mutandis*, to officials serving outside the headquarters.

Article 4

Medical and social cover

In derogation to Staff Regulation 17 a) and Staff Rule 17/1.1, the Secretary-General shall determine the system of medical and social protection in case of sickness, maternity, work accident, invalidity or death of officials serving outside the headquarters.

Instruction

4/1

a) Officials serving in the Tokyo Centre shall be affiliated to the national health insurance system. Such officials shall also be entitled to complementary benefits for health care, maintenance of salary in the event of total temporary incapacity, benefits on the birth or adoption of a child and capital benefits in the event of invalidity or death on the same conditions, mutatis mutandis*, as those provided for under Rules 17/1.17 to 17/1.21.*

b) Officials serving in the Berlin, Washington and Mexico City Centres and in Central and Eastern European countries shall be affiliated to the Organisation's whole social and medical system established under Regulation 17 a) and Rule 17/7.1 of the Staff Regulations.

c) No official may be assigned to work elsewhere than in the Centres or countries mentioned above unless the Secretary-General has first laid down a medical and social protection scheme which will apply to him/her during such posting, and unless he/she has informed the official concerned in writing.

Last update: May 2003

GERMANY (OECD)

Monthly salary scale as from 01/01/2026 (EUR)

Category and grade	Steps																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
A 7	15 535.06	16 055.94	16 576.82	17 097.70	17 618.50	18 139.29	18 660.09											
A 6	14 191.44	14 584.33	14 977.21	15 370.09	15 762.87	16 155.65	16 352.04	16 744.82	16 941,22	17 334.00	17 726.79							
A 5	12 008.18	12 344.67	12 681.15	13 017.63	13 354.12	13 690.60	14 027.01	14 363.42	14 531.62	14 868.03	15 036.23	15 372.64	15 540.84	15 877.25	16 213.65			
A 4	10 368.76	10 638.80	10 908.84	11 178.88	11 448.92	11 718.96	11 989.12	12 259.27	12 394.35	12 664.50	12 799.58	13 069.73	13 204.81	13 474.96	13 745.11			
A 3	8 923.60	9 175.40	9427.19	9678.99	9 930.79	10 182.58	10 434.32	10 686.05	10 811.92	11 063.65	11 189.52	11 441.26	11 567.12	11 818.86	12 070.59			
A 2	7 232.99	7 427.30	7 621.62	7 815.93	8 010.25	8 204.57	8 398.86	8 593.16	8 690.31	8 884.60	8 981.75	9 176.05	9 273.19	9 467.49	9 661.79			
A 1	5 661.55	5 832.11	6 002.68	6 173.25	6 343.82	6 514.38	6 684.94	6 855.50	6 940.77	7 111.33	7 196.60	7 367.16	7 452. 43	7 622.99	7 793.53			
L 5	10 964.72	11 184.05	11 403.38	11 842.04	12 061.37	12 280.70	12 719.37	12 938.70	13 158.03	13 596.69	13 816.02	14 035.35	14 474.02	14 693.35	14 912.68			
LT4 - LI4	9 640.46	9 833.27	10 026.07	10 411.68	10 604.48	10 797.29	11 182.89	11 375.70	11 568.50	11 954.11	12 146.91	12 339.72	12 725.32	12 918.13	13 110.93	13 496.54	13 689.34	13 882.15
LT3 - LI3	9 143.42	9 326.30	9 509.17	9 874.93	10 057.82	10 240.69	10 606.45	10 789.33	10 972.21	11 337.96	11 520.85	11 703.72	12 069.48	12 252.36	12 435.24			
LT2	7 349.52	7 496.55	7 643.58	7 937.63	8 084.67	8 231.69	8 525.75	8 672.78	8 819.81	9 113.86	9 260.90	9 407.92	9 701.98	9 849.01	9 996.04			
LT1 - LI1	5 988.12	6 107.99	6 227.78	6467.36	6 587.15	6 706.94	6 946.52	7 066.32	7 186.10	7 425.69	7 545.48	7 665.27	7 904.85	8 024.65	8 144.43			
B 6	7 522.58	7 770.72	8 018.86	8 267.01	8 515.15	8 763.29	9 011.44	9 176.87	9 342.30	9 425.01	9 590.44	9 673.16	9 838.59	10 004.01				
B 5	6 522.28	6 737.57	6 952.87	7 168.17	7 383.47	7 598.76	7 814.06	7 957.60	8 101.13	8 172.89	8 316.43	8 388.19	8 531.73	8 675.25				
B 4	5 668.67	5 855.72	6 042.77	6 229.82	6 416.87	6 603.93	6 790.98	6 915.68	7 040.39	7 102.73	7 227.44	7 289.79	7 414.49	7 539.18				
B 3	4 956.18	5 119.84	5 283.50	5 447.17	5 610.83	5 774.49	5 938.15	6 047.26	6 156.36	6 210.92	6 320.03	6 374.58	6 483.69	6 592.80				
B 2	4 349.41	4 509.17	4 646.93	4 790.69	4 934.46	5 078.22	5 221.98	5 317.82	5 413.66	5 461.58	5 557.42	5 605.34	5 701.18	5 797.03				
B 1	3 872.95	4000.78	4 128.62	4 256.45	4 384.28	4 512.11	4 639.95	4 725.17	4 810.39	4 853.00	4 938.22	4 980.83	5 066.06	5 151.28				
C 6	5 418.74	5 581.33	5 743.91	5 906.49	6 069.07	6 231.65	6 394.24	6 502.62	6 611.01	6 665.20	6 773.59	6 827.79	6 936.17	7 044.56				
C 5	4 829.94	4 974.89	5 119.83	5 264.78	5 409.72	5 554.67	5 699.61	5 796.24	5 892.88	5 941.19	6 037.82	6 086.13	6 182.77	6 279.39				
C 4	4 404.44	4 526.62	4 668.81	4 801.00	4 933.18	5 065.37	5 197.55	5 285.67	5 373.80	5417.86	5 505.98	5 550.05	5 638.17	5 726.29				
C 3	4 009.79	4 130.12	4 250.45	4 370.78	4 491.11	4 611.44	4 731.77	4 812,00	4 892.22	4 932.33	5 012.55	5 052.66	5 132.88	5 213.10				
C 2	3 717.56	3 829.19	3 940.81	4 052.44	4 164.06	4 275.69	4 387.32	4 461.73	4 536.15	4 573.36	4 647.78	4 684.99	4 759.40	4 833.82				
C 1	3 472.99	3 577.16	3 681.34	3 785.52	3 889.69	3 993.87	4 098.04	4 167.49	4 236.94	4 271.67	4 341.11	4 375.84	4 445.29	4 514.75				

GERMANY (OECD)

Monthly salary scale as from 01/01/2026 (EUR)

EXECUTIVE LEADERSHIP

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
EL3	15 504.89	15 816.53	16 134.44	16 458.75	16 789.57	17 127.04	17 298.31	17 471.29
EL2	13 759.80	14 036.37	14 318.50	14 606.31	14 899.89	15 199.38	15 351.37	15 504.89
EL1	12 211.12	12 456.57	12 706.95	12 962.35	13 222.90	13 488.68	13 623.56	13 759.80

POLICY ANALYSIS & LEGAL

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
PAL8	10 729.46	10 945.12	11 165.11	11 389.54	11 618.46	11 851.99	11 970.51	12 090.23
PAL7	9 427.57	9 617.06	9 810.27	10 007.56	10 208.71	10 413.90	10 518.05	10 623.22
PAL6	7 803.58	7 960.43	8 120.44	8 283.66	8 450.16	8 620.01	8 706.20	8 793.27
PAL5	6 721.60	6 856.71	6 994.53	7 135.13	7 278.54	7 424.83	7 499.08	7 574.08
PAL4	5 789.66	5 906.03	6 024.73	6 145.84	9 269.37	6 395.38	6 459.33	6 523.92
PAL3	5 087.15	5 189.40	5 293.71	5 400.11	5 508.66	5 619.38	5 675.57	5 732.33
PAL2	4 469.89	4 559.74	4 651.39	4 744.87	4 840.25	4 937.54	4 986.91	5 036.78
PAL1	3 812.01	3 888.64	3 966.81	4 046.53	4 127.86	4 210.84	4 252.95	4 295.48

CORPORATE FUNCTIONS

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
CF7	10 310.80	10 518.05	10 729.46	10 945.12	11 165.11	11 389.54	11 503.43	11 618.46
CF6	9 059.71	9 241.81	9 427.57	9 617.06	9 810.37	8 283.66	8 366.49	8 450.16
CF5	7 499.08	7649.81	7 803.58	7 960.43	8 120.44	8 283.66	8 366.49	8 450.16
CF4	6 589.17	6 721.60	6 856.71	6 994.53	7 135.13	7 278.54	7 351.32	7 424.83
CF3	5 789.66	5 906.03	6 024.73	6 145.84	6 269.37	6 395.38	6 459.33	6 523.92
CF2	5 087.15	5 189.40	5 293.71	5 400.11	5 508.66	5 619.38	5 675.57	5 732.33
CF1	4 469.89	4 559.74	4 651.39	4 744.87	4 840.25	4 937.54	4 986.91	5 036.78

GENERAL ADMINISTRATION

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
GA10	9 150.31	9 334.23	9 521.85	9 713.24	9 908.48	10 107.63	10 208.71	10 310.80
GA9	8 120.44	8 283.66	8 450.16	8 620.01	8 793.27	8 970.01	9 059.71	9 150.31
GA8	7 206.48	7 351.32	7 499.08	7 649.81	7 803.58	7 960.43	8 040.03	8 120.44
GA7	6 395.38	6 523.92	6 655.06	6 788.83	6 925.28	7 064.48	7 135.13	7 206.48
GA6	5 675.57	5 789.66	5 906.03	6 024.73	6 145.84	6 269.37	6 332.05	6 395.38
GA5	5 036.78	5 138.02	5 241.29	5 346.64	5 454.11	5 563.74	5 619.38	5 675.57
GA4	4 338.43	4 425.64	4 514.59	4 605.33	4 697.90	4 792.33	4 840.25	4 888.66
GA3	3 736.91	3 812.01	3 888.64	3 966.81	4 046.53	4 127.86	4 169.15	4 210.84
GA2	3 316.31	3 382.97	3 450.97	3 520.33	3 591.10	3 663.27	3 699.90	3 736.91
GA1	2 943.06	3 002.22	3 062.56	3 124.12	3 186.92	3 250.97	3 283.48	3 316.31

UNITED STATES (OECD)

Monthly salary scale as from 01/01/2026 (USD)

Category and grade	Steps																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
A 7	17 489.10	18 075.17	18 661.25	19 247.33	19 833.55	20 419.77	21 006.00											
A 6	15 979.60	16 241.82	16 864.05	17 306.28	17 748.60	18 190.92	18 412.08	18 854.40	19 075.57	19 517.89	19 960.22							
A 5	13 523.45	13 902.14	14 280.82	14 659.51	15 038.20	15 416.89	15 795.44	16 173.98	16 363.26	16 741.80	16 931.08	17 309.62	17 498.90	17 877.44	18 256.00			
A 4	11 672,38	11 977.03	12 281.68	12 586,32	12 890.97	13 195.61	13 499.90	13 804.18	13 956,32	14 260.60	14 412.74	14 717.02	14 869.16	15 173.44	15 477.72			
A 3	10 050.69	10 333.85	10 617.01	10 900.17	11 183.33	11 466.49	11 749.62	12 032.75	12 174.32	12 457.44	12 599.01	12 882.14	13 023.71	13 306.84	13 589.98			
A 2	8 144.34	8 363.30	8 582.26	8 801.21	9 020.17	9 239.13	9 457.86	9 676.59	9 785.95	10 004.68	10 114.04	10 332.77	10 442.13	10 660.86	10 879.59			
A 1	6 372.97	6 564.87	6 756.77	6 948.67	7 170.57	7 332.47	7 524.37	7 716.28	7 812.24	8 004.15	8 100.10	8 292.01	8 387.96	8 579.87	8 771.78			
L 5	12 347.45	12 594.28	12 841.11	13 334.76	13581.59	13 828.41	14 322.07	14 568,90	14 815.72	15 309.38	15 556.20	15 803.03	16 296.68	16 543.51	16 790.34			
LT4 - LI4	10 859.12	11 076.20	11 293.26	11 727.40	11 944.47	12 161.53	12 595.67	12 812.74	13 029.80	13 463.94	13 681.01	13 898.07	14 332.21	14 429.28	14 766.35	15 200.48	15 417.56	15 634.62
LT3 - LI3	10 291.44	10 497.20	10 702.95	11 114.46	11 320.22	11 525.97	11 937.48	12 143.24	12 348.99	12 760.49	12 966.25	13 172.00	13 583.51	13 789.27	13 995.02			
LT2	8 277.71	8 443.14	8 608.57	8 939.43	9 104.85	9 270.28	9 601.14	9 766.57	9 932.00	10 262.85	10 428.28	10 593.71	10 924.57	11 090.00	11 255.43			
LT1 - LI1	6 740.54	6 875.37	7 010.21	7 279.88	7 414.71	7549.55	7 819.22	7 954.06	8 088.89	8 358.56	8 493.40	8 628.23	8 897.90	9 032.74	9 167.57			
B 6	8 056.49	8 322.28	8 588.08	8 853.87	9 119.67	9 385.47	9 651.26	9 828.46	10 005.66	10 094.26	10 271.45	10 360.05	10 537.25	10 714.45				
B 5	6 958.53	7 188.07	7 417.60	7 647.14	7 876.68	8 106.21	8 335.75	8 488.78	8 641.80	8 718.13	8 871.34	8 947.85	9 100.88	9 253.89				
B 4	6 011.86	6 210.31	6 408.77	6 607.22	6 805.68	7 004.14	7 202.59	7334.90	7 467.21	7 533.36	7 665.66	7 731.81	7 864.12	7 996.42				
B 3	5 096.10	5 264.29	5 432.47	5 600.66	5 768.84	5 937. 03	6 105.21	6 217.34	6 329.46	6 385.52	6 497.65	6 553.70	6 665.83	6 777.95				
B 2	4 385.29	4 530.09	4 674.88	4 819.67	4 964.46	5 109.25	5 254.04	5 350.57	5 447.09	5 495.36	5 591.88	5 640.15	5 736.67	5 833.21				
B 1	3 809.48	3 935.54	4 061.60	4 187.66	4 313.72	4 439.78	4 565.84	4 649. 88	4 733.92	4 775.94	4 859.98	4 902.00	4 986.04	5 070.08				
C 6	6 673.90	6 874.14	7 074.38	7 274.62	7 474.85	7 675.09	7 875.33	8 008.82	8 142.31	8 209.06	8 342.55	8 409.29	8 542.78	8 676.28				
C 5	5 805.30	5 979.35	6 153.39	6 327.44	6 501.49	6 675.54	6 849.59	6 965.62	7 081.65	7 139.67	7 255.70	7 313.71	7 429.75	7 545.78				
C 4	4 975.72	5 124.90	5 274.07	5 423.24	5 572.42	5 721.59	5 870.76	5 970.21	6 069.65	6 119.38	6 218.83	6 268.56	6 368.00	6 467.46				
C 3	4 256.77	4 384.47	4 512.16	4 639.86	4 767.56	4 895.26	5 022.95	5108.08	5193.21	5 235.78	5 320.91	5 363.48	5 448.60	5 533.74				
C 2	3 698.83	3 809.76	3 920.68	4 031.60	4 142.53	4 253.45	4 364.38	4 438.33	4 512.28	4 549.25	4 623.20	4 660.18	4 734.13	4 808.08				
C 1	3 230.41	3 327.19	3 423.96	3 520.73	3 617.50	3 714.28	3 811.05	3 875.56	3 940.07	3 972.33	4 036.85	4 069.11	4 133.62	4 198.14				

UNITED STATES (OECD)

Monthly salary scale as from 01/01/2026 (USD)

EXECUTIVE LEADERSHIP

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
EL3	17 532,69	17 885.11	18 244.59	18 611.32	18 985.40	19 367.00	19 560.67	19 756.28
EL2	15 559.38	15 872.12	16 191.16	16 516.60	16 848.58	17 187.24	17 359.11	17 532.69
EL1	13 808.16	14 085.70	14 368.82	14 657.64	14 952.26	15 252.80	15 405.33	15 559.38

POLICY ANALYSIS & LEGAL

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
PAL8	12 132,71	12 376.58	12 625.35	12 879.12	13 137.99	13 402.06	13 536.09	13 671.45
PAL7	10 660.56	10 874.84	11 093.43	11 316.40	11 543.86	11 775.89	11 893.65	12 012.59
PAL6	8 824.17	9 001.53	9 182.47	9 367.04	9 555.32	9 747.37	9 844.85	9 943.30
PAL5	7 600.70	7 753.47	7 909.31	8 068.30	8 230.46	8 395.90	8 479.86	8 564.65
PAL4	6 546.86	6 678.45	6 812.68	6 949.62	7 089.31	7 231.80	7 304.12	7 377.16
PAL3	5 752.47	5 868.10	5 986.05	6 106.37	6 229.11	6 354.32	6 417.85	6 482.03
PAL2	5 054.49	5 156.08	5 259.72	5 365.44	5 473.28	5 583.29	5 639.13	5 695.52
PAL1	4 310.58	4 397.22	4 485.60	4 575.76	4 667.73	4 761.56	4 809.17	4 857.27

CORPORATE FUNCTIONS

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
CF7	11 659.30	11 893.65	12 132.71	12 376.58	12 625.35	12 879.12	13 007.91	13 137.99
CF6	10 244.59	10 450.50	10 660.56	10 874.84	11 093.43	11 316.40	11 429.57	11 543.86
CF5	8 479.86	8 650.30	8 824.17	9 001.53	9 182.47	9 367.04	9 460.71	9 555.32
CF4	7 450.93	7 600.70	7 753.47	7 909.31	8 068.30	8 230.46	8 312.77	8 395.90
CF3	6 546.86	6 678.45	6 812.68	6 949.62	7 089.31	7 231.80	7 304.12	7 377.16
CF2	5 752.47	5 868.10	5 986.05	6 106.37	6 229.11	6 354.32	6 417.85	6 482.03
CF1	5 054.49	5 156.08	5 259.72	5 365.44	5 473.28	5 583.29	5 639.13	5 695.52

GENERAL ADMINISTRATION

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
GA10	10 347.04	10 555.01	10 767.17	10 983.59	11 204.36	11 429.57	11 543.86	11 659.30
GA9	9 182.47	9 367.04	9 555.32	9 747.37	9 943.30	10 143.15	10 244.59	10 347.04
GA8	8 148.98	8 312.77	8 479.86	8 650.30	8 824.17	9 001.53	9 091.55	9 182.47
GA7	7 231.80	7 377.16	7 525.44	7 676.71	7 831.00	7 988.41	8 068.30	8 148.98
GA6	6 417.85	6 546.86	6 678.45	6 812.68	6 949.62	7 089.31	7 160.20	7 231.80
GA5	5 695.52	5 810.00	5 926.78	6 045.91	6 167.43	6 291.40	6 354.32	6 417.85
GA4	4 905.83	5 004.44	5 105.04	5 207.64	5 312.32	5 419.10	5 473.28	5 528.01
GA3	4 225.64	4 310.58	4 397.22	4 485.60	4 575.76	4 667.73	4 714.41	4 761.56
GA2	3 750.04	3 825.42	3 902.30	3 980.75	4 060.76	4 142.37	4 183.80	4 225.64
GA1	3 327.97	3 394.86	3 463.10	3 532.71	3 603.72	3 676.15	3 712.91	3 750.04

ITALY (OECD)

Monthly salary scale as from 01/01/2026 (EUR)

Category and grade	Steps																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
A 7	11 784.31	12 179.11	12 573.91	12 968.71	13 363.33	13 757.96	14 152.59											
A 6	10 764.39	11 062.20	11 360.01	11 657.82	11 955.66	12 253.50	12 402.41	12 700.25	12 849.17	13 147.01	13 444.84							
A 5	9 108.76	9 363.71	9 618.67	9 873.62	10 128.57	10 383.52	10 638.46	10 893.39	11 020.86	11 275.79	11 403.26	11 658.20	11 785.67	12 040.60	12 295.54			
A 4	7 865.25	8 070.06	8 274.88	8 479.69	8 684.51	8 889.32	9 094.02	9 298.73	9 401.08	9 605.78	9 708.13	9 912.83	10 015.18	10 219.88	10 424.58			
A 3	6 768.33	6 958.95	7 149.57	7 340.19	7 530.82	7 721.44	7 912.05	8 102.66	8 197.97	8 388.58	8 483.88	8 674.49	8 769.80	8 960.41	9 151.02			
A 2	5 485.97	5 633.19	5 780.41	5 927.63	6 074.85	6 222.07	6 369.26	6 516.45	6 590.04	6 737.23	6 810.83	6 958.02	7 031.61	7 178.80	7 325.99			
A 1	4 293.02	4 422.26	4 551.50	4 680.74	4 809.98	4 939.21	5 068.46	5 197.71	5 262.33	5 391.58	5 456.19	5 585.44	5 650.06	5 779.31	5 908.55			
L 5	8 317.68	8 484.05	8 650.40	8 983.12	9 149.48	9 315.83	9 648.55	9 814.92	9 981.27	10 313.99	10 480.35	10 646.70	10 979.42	11 145.78	11 312.14			
LT4 - LI4	7 313.89	7 460.18	7 606.45	7 899.02	8 045.30	8 191.58	8 484.14	8 630.43	8 776.70	9 069.26	9 215.55	9 361.82	9 654.39	9 800.67	9 946.95	10 239.51	10 385.79	10 532.07
LT3 - LI3	6 936.26	7 074.95	7 213.64	7 491.02	7 629.72	7 768.40	8 045.79	8 184.48	8 323.17	8 600.55	8 739.25	8 877.93	9 155.31	9 294.01	9 432.70			
LT2	5 575.40	5 686.98	5 798.55	6 021.71	6 133.30	6 244.87	6 468.03	6 579.61	6 691.18	6 914.34	7 025.92	7 137.50	7 360.65	7 472.24	7 583.81			
LT1 - LI1	4 542.31	4 633.15	4 723.98	4 905.66	4 996.50	5 087.34	5 269.01	5 359.85	5 450.69	5 632.37	5 723.20	5 814.04	5 995.72	6 086.56	6 177.39			
B 6	4 931.64	5 094.36	5 257.08	5 419.80	5 582.52	5 745.23	5 907.95	6 016.43	6 124.92	6 179.15	6 287.63	6 341.87	6 450.35	6 558.82				
B 5	4 266.60	4 407.46	4 548.33	4 689.19	4 830.05	4 970.92	5 111.78	5 205.69	5 299.60	5 346.55	5 440.46	5 487.42	5 581.32	5 675.23				
B 4	3 741.59	3 865.04	3 988.50	4 111.95	4 235.41	4 358.87	4 482.32	4 564.62	4 646.93	4 688.08	4 770.38	4 811.54	4 893.84	4 976.14				
B 3	3 339.11	3 449.21	3 559.31	3 669.42	3 779.52	3 889.63	3 999.73	4 073.13	4 146.53	4 183.24	4 256.64	4 293.34	4 366.74	4 440.15				
B 2	2 998.13	3 097.05	3 195.97	3 294.89	3 393.81	3 492.73	3 591.66	3 657.60	3 723.54	3 756.52	3 822.46	3 855.44	3 921.38	3 987.34				
B 1	2 733.43	2 823.60	2 913.77	3 003.94	3 094.11	3 184.29	3 274.46	3 334.57	3 394.68	3 424.74	3 484.85	3 514.91	3 575.02	3 635.14				
C 6	3 515.76	3 621.20	3 726.64	3 832.09	3 937.53	4 042.97	4 148.41	4 218.71	4 289.01	4 324.15	4 394.45	4 429.59	4 499.89	4 570.18				
C 5	3 234.23	3 331.25	3 428.27	3 525.29	3 622.31	3 719.33	3 816.35	3 881.03	3 945.71	3 978.05	4 042.73	4 075.07	4 139.75	4 204.44				
C 4	2 998.13	3 088.13	3 178.12	3 268.12	3 358.12	3 448.11	3 538.11	3 598.10	3 658.10	3 688.10	3 748.10	3 778.10	3 838.09	3 898.09				
C 3	2 782.57	2 865.99	2 949.40	3 032.81	3 116.23	3 199.64	3 283.05	3 338.66	3 394.28	3 422.08	3 477.69	3 505.49	3 561.10	3 616.70				
C 2	2 592.68	2 670.48	2 748.27	2 826.07	2 826.07	2 981.66	3 059.45	3 111.32	3 163.18	3 189.11	3 240.98	3 266.91	3 318.77	3 370.63				
C 1	2 406.40	2 478.56	2 550.72	2 622.88	2 695.03	2 767.19	2 839.35	2 887.45	2 935.56	2 959.61	3 007.71	3 031.77	3 079.87	3 127.97				

ITALY (OECD)

Monthly salary scale as from 01/01/2026 (EUR)

EXECUTIVE LEADERSHIP

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
EL3	12 417.34	12 666.94	12 921.54	13 181.26	13 446.20	13 716.47	13 853.63	13 992.18
EL2	11 019.76	11 241.25	11 467.20	11 697.69	11 932.83	12 172.67	12 294.40	12 417.34
EL1	9 779.47	9 976.04	10 176.56	10 381.11	10 589.78	10 802.63	10 910.65	11 019.76

POLICY ANALYSIS & LEGAL

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
PAL8	8 592.86	8 765.58	8 941.77	9 121.50	9 304.84	9 491.86	9 586.79	9 682.65
PAL7	7 550.23	7 701.99	7 856.80	8 014.72	8 175.81	8 340.14	8 423.55	8 507.78
PAL6	6 249.62	6 375.25	6 503.39	6 634.10	6 767.45	6 903.47	6 972.51	7 042.23
PAL5	5 383.11	5 491.31	5 601.69	5 714.28	5 829.14	5 946.30	6 005.76	6 065.82
PAL4	4 636.74	4 729.94	4 825.01	4 921.99	5 020.92	5 121.84	5 173.06	5 224.79
PAL3	4 074,13	4 156.02	4 239.56	4 324.77	4 411.69	4 500.38	4 545.38	4 590.83
PAL2	3 579.78	3 651.73	3 725.13	3 800.01	3 876.39	3 954.31	3 993.85	4 033.79
PAL1	3 052.92	3 114.29	3 176.88	3 240.73	3 305.87	3 372.32	3 406.05	3 440.10

CORPORATE FUNCTIONS

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
CF7	8 257.57	8 423.55	8 592.86	8 765.58	8 941.77	9 121.50	9 212.71	9 304.84
CF6	7 255.62	7 401.46	7 550.23	7 701.99	7 856.80	8 014.72	8 094.87	8 175.81
CF5	6 005.76	6 126.49	6 249.62	6 375.25	6 503.39	6 634.10	6 700.45	6 767.45
CF4	5 277.04	5 383.11	5 491.31	5 601.69	5 714.28	5 829.14	5 887.43	5 946.30
CF3	4 636.74	4 729.94	4 825.01	4 921.99	5 020.92	5 121.84	5 173.06	5 224.79
CF2	4 074.13	4 156.02	4 239.56	4 324.77	4 411.69	4 500.38	4 545.38	4 590.83
CF1	3 579.78	3 651.73	3 725.13	3 800.01	3 876.39	3 954.31	3 993.85	4 033.79

GENERAL ADMINISTRATION

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
GA10	7 328.18	7 475.47	7 625.73	7 779.00	7 935.36	8 094.87	8 175.81	8 257.57
GA9	6 503.39	6 634.10	6 767.45	6 903.47	7 042.23	7 183.78	7 255.62	7 328.18
GA8	5 771.42	5 887.43	6 005.76	6 126.49	6 249.62	6 375.25	6 438.99	6 503.39
GA7	5 121.84	5 224.79	5 329.81	5 436.94	5 546.22	5 657.70	5 714.28	5 771.42
GA6	4 545.38	4 636.74	4 729.94	4 825.01	4 921.99	5 020.92	5 071.13	5 121.84
GA5	4 033.79	4 114.87	4 197.57	4 281.95	4 368.02	4 455.81	4 500.38	4 545.38
GA4	3 474.51	3 544.34	3 615.58	3 688.25	3 762.39	3 838.01	3 876.39	3 915.16
GA3	2 992.76	3 052.92	3 114.29	3 176.88	3 240.73	3 305.87	3 338.93	3 372.32
GA2	2 655.92	2 709.31	2 763.77	2 819.32	2 875.99	2 933.79	2 963.13	2 992.76
GA1	2 357.00	2 404.37	2 452.70	2 502.00	2 552.29	2 603.59	2 629.62	2 655.92

JAPAN (OECD)

Monthly salary scale as from 01/01/2026 (JPY)

Category and grade	Steps																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
A 7	3 135 511	3 240 483	3 345 455	3 450 428	3 555 397	3 660 366	3 765 334											
A 6	2 863 789	2 943 003	3 022 217	3 101 430	3 180 645	3 259 860	3 299 467	3 378 682	3 418 289	3 497 504	3 576 718							
A 5	2 424 035	2 491 851	2 559 667	2 627 483	2 695 299	2 763 115	2 830 931	2 898 747	2 932 654	3 000 470	3 034 378	3 102 194	3 136 101	3 203 917	3 271 732			
A 4	2 092 623	2 147 122	2 201 620	2 256 119	2 310 617	2 365 116	2 419 624	2 474 133	2 501 388	2 555 897	2 583 151	2 637 660	2 664 914	2 719 423	2 773 932			
A 3	1 801 539	1 852 299	1 903 059	1 953 820	2 004 580	2 055 340	2 106 090	2 156 840	2 182 214	2 232 964	2 258 338	2 309 088	2 334 462	2 385 212	2 435 961			
A 2	1 460 509	1 499 692	1 538 874	1 578 056	1 617 238	1 656 420	1 695 619	1 734 818	1 754 418	1 793 617	1 813 217	1 852 416	1 872 016	1 911 215	1 950 414			
A 1	1 141 615	1 175 967	1 210 319	1 244 671	1 279 023	1 313 375	1 347 725	1 382 076	1 399 252	1 433 603	1 450 778	1 485 129	1 502 305	1 536 655	1 571 006			
L 5	2 213 478	2 257 737	2 301 996	2 390 513	2 434 772	2 479 030	2 567 547	2 611 807	2 656 065	2 744 582	2 788 841	2 833 099	2 921 616	2 965 876	3 010 134			
LT4 - LI4	1 946 423	1 985 355	2 024 285	2 102 146	2 141 078	2 180 008	2 257 870	2 296 801	2 335 731	2 413 593	2 452 524	2 491 454	2 569 316	2 608 247	2 647 178	2 725 039	2 763 971	2 802 901
LT3 - LI3	1 844 931	1 881 829	1 918 727	1 992 524	2 029 422	2 066 320	2 140 117	2 177 015	2 213 913	2 287 710	2 324 608	2 361 506	2 435 303	2 472 201	2 509 099			
LT2	1 483 516	1 513 172	1 542 828	1 602 140	1 631 796	1 661 452	1 720 764	1 750 420	1 780 076	1 839 388	1 869 044	1 898 700	1 958 012	1 987 668	2 017 324			
LT1 - LI1	1 207 869	1 232 034	1 256 199	1 304 528	1 328 693	1 352 858	1 401 187	1 425 352	1 449 517	1 497 846	1 522 011	1 546 175	1 594 505	1 618 670	1 642 834			
B 6	1 207 433	1 247 273	1 287 113	1 326 953	1 366 793	1 406 634	1 446 474	1 473 034	1 499 594	1 512 874	1 539 434	1 552 714	1 579 274	1 605 834				
B 5	1 056 285	1 091 129	1 125 974	1 160 818	1 195 662	1 230 507	1 265 351	1 288 581	1 311 811	1 323 425	1 346 655	1 358 270	1 381 500	1 404 729				
B 4	923 194	953 656	984 118	1 014 579	1 045 041	1 075 503	1 105 965	1 126 272	1 146 580	1 156 734	1 177 042	1 187 196	1 207 504	1 227 812				
B 3	807 285	833 934	860 582	887 231	913 879	940 528	967 176	984 942	1 002 708	1 011 591	1 029 356	1 038 239	1 056 005	1 073 771				
B 2	706 372	729 686	753 000	776 314	799 629	822 943	846 257	861 800	877 343	885 114	900 658	908 429	923 972	939 514				
B 1	618 568	638 971	659 374	679 776	700 179	720 581	740 984	754 586	768 187	774 988	788 590	795 391	808 992	822 594				
C 6	912 417	939 792	967 167	994 542	1 021 917	1 049 293	1 076 668	1 094 918	1 113 167	1 122 293	1 140 543	1 149 668	1 167 918	1 186 168				
C 5	804 518	828 645	852 773	876 900	901 027	925 154	949 282	965 366	981 451	989 493	1 005 578	1 013 621	1 029 705	1 045 791				
C 4	714 383	735 818	757 254	778 689	800 124	821 559	842 995	857 284	871 574	878 720	893 009	900 155	914 445	928 735				
C 3	633 860	652 865	671 871	690 876	709 882	728 887	747 893	760 563	773 233	779 568	792 238	798 574	811 244	823 915				
C 2	562 798	579 675	596 551	613 428	630 305	647 181	664 058	675 309	686 560	692 186	703 437	709 063	720 314	731 565				
C 1	499 164	514 133	529 103	544 072	559 042	574 012	588 981	598 961	608 941	613 931	623 911	628 900	638 880	648 859				

JAPAN (OECD)

Monthly salary scale as from 01/01/2026 (JPY)

EXECUTIVE LEADERSHIP

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
EL3	3 222 814	3 287 593	3 353 673	3 421 082	3 489 845	3 559 991	3 595 591	3 631 547
EL2	2 860 084	2 917 571	2 976 215	3 036 036	3 097 060	3 159 311	3 190 904	3 222 814
EL1	2 538 179	2 589 196	2 641 239	2 694 328	2 748 484	2 803 728	2 831 766	2 860 084

POLICY ANALYSIS & LEGAL

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
PAL8	2 230 203	2 275 030	2 320 759	2 367 406	2 414 990	2 463 532	2 488 167	2 513 049
PAL7	1 959 596	1 998 983	2 039 163	2 080 150	2 121 962	2 164 613	2 186 259	2 208 121
PAL6	1 622 036	1 654 638	1 687 897	1 721 823	1 756 432	1 791 737	1 809 654	1 827 750
PAL5	1 397 140	1 425 222	1 453 869	1 483 092	1 512 902	1 543 312	1 558 744	1 574 332
PAL4	1 203 425	1 227 614	1 252 290	1 277 460	1 303 137	1 329 330	1 342 624	1 356 050
PAL3	1 057 405	1 078 659	1 100 340	1 122 456	1 145 018	1 168 033	1 179 713	1 191 510
PAL2	929 102	947 777	966 828	986 261	1 006 085	1 026 307	1 036 570	1 046 936
PAL1	792 358	808 284	824 531	841 104	858 010	875 256	884 009	892 849

CORPORATE FUNCTIONS

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
CF7	2 143 182	2 186 259	2 230 203	2 275 030	2 320 759	2 367 406	2 391 079	2 414 990
CF6	1 883 134	1 920 984	1 959 596	1 998 983	2 039 163	2 080 150	2 100 952	2 121 962
CF5	1 558 744	1 590 075	1 622 036	1 654 638	1 687 897	1 721 823	1 739 042	1 756 432
CF4	1 369 610	1 397 140	1 425 222	1 453 869	1 483 092	1 512 902	1 528 031	1 543 312
CF3	1 203 425	1 227 614	1 252 290	1 277 460	1 303 137	1 329 330	1 342 624	1 356 050
CF2	1 057 405	1 078 659	1 100 340	1 122 456	1 145 018	1 168 033	1 179 713	1 191 510
CF1	929 102	947 777	966 828	986 261	1 006 085	1 026 307	1 036 570	1 046 936

GENERAL ADMINISTRATION

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
GA10	1 901 964	1 940 194	1 979 192	2 018 974	2 059 555	2 100 952	2 121 962	2 143 182
GA9	1 687 897	1 721 823	1 756 432	1 791 737	1 827 750	1 864 488	1 883 134	1 901 964
GA8	1497 923	1 528 031	1 558 744	1 590 075	1 622 036	1 654 638	1 671185	1 687 897
GA7	1 329 330	1 356 050	1 383 307	1 411 111	1 439 474	1 468 408	1 483 092	1 497 923
GA6	1 179 713	1 203 425	1 227 614	1 252 290	1 277 460	1 303 137	1 316 169	1 329 330
GA5	1 046 936	1 067 979	1 089 445	1 111 343	1 133 681	1 156 468	1 168 033	1 179 713
GA4	901 778	919 904	938 393	957 255	976 495	996 124	1 006 085	1 016 145
GA3	776 745	792 358	808 284	824 531	841 104	858 010	866 591	875 256
GA2	689 322	703 178	717 311	731 729	746 438	761 440	769 055	776 745
GA1	611 738	624 035	636 578	649 373	662 425	675 740	682 497	689 322

MEXICO (OECD)

Monthly salary scale as from 01/01/2026 (MXN)

Category and grade	Steps																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
A 7	257 542	266 160	274 778	283 396	292 023	300 649	309 275											
A 6	235 286	241 796	248 306	254 815	261 323	267 831	271 085	277 592	280 846	287 354	293 861							
A 5	199 085	204 658	210 232	215 805	221 379	226 952	232 527	238 101	240 889	246 464	249 251	254 826	257 614	263 188	268 764			
A 4	171 913	176 389	180 865	185 341	189 818	194 294	198 772	203 251	205 489	209 968	212 206	216 685	218 923	223 402	227 879			
A 3	147 924	152 086	156 247	160 409	164 571	168 732	172 904	177 075	179 161	183 332	185 418	189 589	191 675	195 847	200 019			
A 2	119 886	123 110	126 335	129 559	132 783	136 008	139 231	142 454	144 066	147 289	148 901	152 124	153 736	156 959	160 183			
A 1	93 824	96 651	99 479	102 307	105 135	107 963	110 790	113 618	115 032	117 860	119 274	122 101	123 515	126 343	129 171			
L 5	181 797	185 429	189 060	196 323	199 955	203 586	210 849	214 481	218 112	225 375	229 007	232 638	239 901	243 533	247 164			
LT4 - LI4	159 846	163 044	166 241	172 636	175 834	179 031	185 427	188 625	191 822	198 217	201 415	204 612	211 007	214 205	217 402	223 797	226 995	230 192
LT3 - LI3	151 601	154 631	157 662	163 724	166 755	169 785	175 847	178 878	181 909	187 970	191 001	194 032	200 094	203 124	206 155			
LT2	121 850	124 286	126 722	131 594	134 030	136 465	141 337	143 774	146 209	151 081	153 517	155 953	160 825	163 261	165 696			
LT1 - LI1	99 260	101 244	103 228	107 195	109 179	111 162	115 129	117 113	119 096	123 063	125 047	127 030	130 997	132 981	134 964			
B 6	86 818	89 687	92 556	95 425	98 294	101 162	104 031	105 944	107 856	108 813	110 725	111 681	113 594	115 506				
B 5	75 480	77 974	80 469	82 963	85 457	87 951	90 446	92 109	93 772	94 603	96 266	97 097	98 761	100 423				
B 4	65 566	67 731	69 896	72 061	74 226	76 391	78 556	79 999	81 443	82 164	83 608	84 329	85 773	87 216				
B 3	57 393	59 285	61 178	63 071	64 963	66 856	68 748	70 010	71 271	71 902	73 163	73 795	75 056	76 318				
B 2	50 532	52 199	53 867	55 534	57 201	58 869	60 536	61 648	62 760	63 316	64 428	64 983	66 095	67 206				
B 1	44 772	46 250	47 728	49 206	50 684	52 162	53 640	54 626	55 612	56 104	57 090	57 582	58 568	59 553				
C 6	65 566	67 531	69 496	71 461	73 426	75 392	77 357	78 666	79 976	80 632	81 941	82 597	83 906	85 217				
C 5	57 393	59 112	60 831	62 550	64 269	65 988	67 707	68 852	69 998	70 571	71 717	72 290	73 436	74 583				
C 4	50 532	52 052	53 572	55 092	56 612	58 132	59 653	60 666	61 679	62 186	63 199	63 706	64 719	65 733				
C 3	44 772	46 111	47 450	48 790	50 129	51 468	52 807	53 700	54 594	55 040	55 933	56 379	57 272	58 164				
C 2	39 579	40 770	41 961	43 152	44 343	45 534	46 725	47 519	48 313	48 710	49 504	49 901	50 695	51 488				
C 1	34 954	36 005	37 056	38 107	39 158	40 208	41 259	41 960	42 661	43 011	43 712	44 062	44 763	45 463				

MEXICO (OECD)

Monthly salary scale as from 01/01/2026 (MXN)

EXECUTIVE LEADERSHIP

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
EL3	258 089	263 277	268 568	273 966	279 473	285 091	287 942	290 821
EL2	229 040	233 645	238 341	243 131	248 018	253 004	255 534	258 089
EL1	203 262	207 347	211 515	215 766	220 104	224 527	226 773	229 040

POLICY ANALYSIS & LEGAL

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
PAL8	178 599	182 189	185 851	189 586	193 397	197 284	199 257	201 250
PAL7	156 928	160 082	163 300	166 582	169 931	173 346	175 080	176 831
PAL6	129 896	132 507	135 169	137 887	140 659	143 485	144 920	146 370
PAL5	111 885	114 135	116 428	118 769	121 156	123 591	124 827	126 076
PAL4	96 373	98 309	100 286	102 302	104 357	106 455	107 520	108 595
PAL3	84 679	86 381	88 118	89 888	91 695	93 539	94 474	95 419
PAL2	74 404	75 900	77 425	78 982	80 570	82 189	83 010	83 840
PAL1	63 453	64 729	66 030	67 357	68 711	70 093	70 793	71 501

CORPORATE FUNCTIONS

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
CF7	171 630	175 080	178 599	182 189	185 851	189 586	191 482	193 397
CF6	150 805	153 836	156 928	160 082	163 300	166 582	168 248	169 931
CF5	124 827	127 336	129 896	132 507	135 169	137 887	139 266	140 659
CF4	109 680	111 885	114 135	116 428	118 769	121 156	122 368	123 591
CF3	96 373	98 309	100 286	102 302	104 357	106 455	107 520	108 595
CF2	84 679	86 381	88 118	89 888	91 695	93 539	94 474	95 419
CF1	74 404	75 900	77 425	78 982	80 570	82 189	83 010	83 840

GENERAL ADMINISTRATION

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
GA10	152 313	155 374	158 497	161 683	164 933	168 248	169 931	171 630
GA9	135 169	137 887	140 659	143 485	146 370	149 311	150 805	152 313
GA8	119 956	122 368	124 827	127 336	129 896	132 507	133 831	135 169
GA7	106 455	108 595	110 778	113 005	115 276	117 593	118 769	119 956
GA6	94 474	96 373	98 309	100 286	102 302	104 357	105 401	106 455
GA5	83 840	85 525	87 244	88 998	90 788	92 612	93 539	94 474
GA4	72 216	73 667	75 149	76 659	78 199	79 771	80 570	81 374
GA3	62 204	63 453	64 729	66 030	67 357	68 711	69 398	70 093
GA2	55 203	56 311	57 443	58 599	59 776	60 977	61 587	62 204
GA1	48 990	49 974	50 978	52 002	53 048	54 115	54 656	55 203

GREECE (OECD)

Monthly salary scale as from 01/01/2026 (EUR)

Category and grade	Steps																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
A 7	11 264.13	11 641.33	12 018.53	12 395.74	12 772.95	13 150.17	13 527.39											
A 6	10 290.24	10 574.81	10 859.39	11 143.96	11 428.63	11 713.30	11 855.63	12 140.30	12 282.63	12 567.30	12 851.95							
A 5	8 707.44	8 951.14	9 194.83	9 438.52	9 682.22	9 925.91	10 169.63	10 413.34	10 535.20	10 778.91	10 900.77	11 144.49	11 266.34	11 510.06	11 753.77			
A 4	7 519.10	7 714.78	7 910.45	8 106.13	8 301.80	8 497.48	8 693.22	8 888.96	8 986.82	9 182.56	9 280.43	9 476.16	9 574.03	9 769.77	9 965.50			
A 3	6 470.32	6 652.47	6 834.62	7 016.78	7 198.93	7 381.09	7 563.24	7 745.39	7 836.48	8 018.63	8 109.71	8 291.87	8 382.95	8 565.10	8 747.27			
A 2	5 243.87	5 384.54	5 525.21	5 665.88	5 806.54	5 947.21	6 087.92	6 228.63	6 298.98	6 439.69	6 510.04	6 650.75	6 721.10	6 861.80	7 002.50			
A 1	4 103.81	4 227.27	4 350.72	4 474.18	4 597.63	4 721.09	4 844.56	4 968.02	5 029.75	5 153.22	5 214.95	5 338.41	5 400.14	5 523.61	5 647.07			
L 5	7 950.30	8 109.28	8 268.27	8 586.24	8 745.23	8 904.22	9 222.19	9 381.17	9 540.16	9 858.13	10 017.12	10 176.11	10 494.08	10 653.06	10 812.05			
LT4 - LI4	6 990.82	7 130.65	7 270.47	7 550.13	7 689.96	7 829.78	8 109.43	8 249.26	8 389.08	8 668.73	8 808.57	8 948.39	9 228.04	9 367.87	9 507.69	9 787.34	9 927.18	10 067.00
LT3 - LI3	6 630.15	6 762.74	6 895.32	7 160.49	7 293.08	7 425.66	7 690.82	7 823.41	7 955.99	8 221.16	8 353.75	8 486.33	8 751.50	8 884.09	9 016.67			
LT2	5 329.32	5 435.89	5 542.46	5 755.60	5 862.17	5 968.74	6 181.88	6 288.44	6 395.01	6 608.15	6 714.72	6 821.29	7 034.43	7 141.00	7 247.57			
LT1 - LI1	4 341.39	4 428.17	4 514.94	4 688.50	4 775.27	4 862.05	5 035.60	5 122.38	5 209.16	5 382.71	5 469.49	5 556.27	5 729.82	5 816.60	5 903.37			
B 6	3 743.12	3 866.57	3 990.03	4 113.49	4 236.94	4 360.40	4 483.85	4 566.16	4 648.46	4 689.62	4 771.92	4 813.07	4 895.38	4 977.68				
B 5	3 165.66	3 270.12	3 374.58	3 479.03	3 583.49	3 687.95	3 792.41	3 862.05	3 931.69	3 966.51	4 036.15	4 070.96	4 140.60	4 210.24				
B 4	2 682.78	2 771.29	2 859.80	2 948.31	3 036.82	3 125.33	3 213.85	3 272.86	3 331.87	3 361.37	3 420.38	3 449.88	3 508.89	3 567.89				
B 3	2 360.72	2 438.60	2 516.49	2 594.37	2 672.25	2 750.14	2 828.02	2 879.95	2 931.87	2 957.83	3 009.76	3 035.71	3 087.64	3 139.56				
B 2	2 011.59	2 077.97	2 144.35	2 210.73	2 277.11	2 343.49	2 409.86	2 454.12	2 498.38	2 520.50	2 564.75	2 586.88	2 631.13	2 675.38				
B 1	1 712.25	1 768.78	1 825.30	1 881.83	1 938.35	1 994.87	2 051.40	2 089.08	2 126.76	2 145.60	2 183.29	2 202.13	2 239.81	2 277.49				
C 6	2 621.43	2 700.06	2 778.69	2 857.31	2 935.94	3 014.56	3 093.19	3 145.61	3 198.02	3 224.23	3 276.65	3 302.86	3 355.28	3 407.69				
C 5	2 308.52	2 377.74	2 446.96	2 516.18	2 585.40	2 654.62	2 723.84	2 769.99	2 816.14	2 839.21	2 885.36	2 908.43	2 954.58	3 000.73				
C 4	2 057.96	2 119.71	2 181.46	2 243.21	2 304.96	2 366.71	2 428.45	2 469.62	2 510.78	2 531.37	2 572.53	2 593.12	2 634.28	2 675.45				
C 3	1 845.01	1 900.34	1 955.68	2 011.01	2 066.34	2 121.67	2 177.01	2 213.90	2 250.78	2 269.23	2 306.12	2 324.56	2 361.45	2 398.34				
C 2	1 655.72	1 705.38	1 755.04	1 804.69	1 854.35	1 904.01	1 953.67	1 986.77	2 019.88	2 036.43	2 069.54	2 086.09	2 119.20	2 152.30				
C 1	1 478.52	1 522.90	1 567.28	1 611.66	1 656.04	1 700.42	1 744.81	1 774.39	1 803.97	1 818.77	1 848.35	1 863.15	1 892.74	1 922.33				

GREECE (OECD)

Monthly salary scale as from 01/01/2026 (EUR)

EXECUTIVE LEADERSHIP

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
EL3	10 736.72	10 952.52	11 172.67	11 397.24	11 626.33	11 860.02	11 978.62	12 098.40
EL2	9 528.29	9 719.81	9 915.18	10 114.47	10 317.78	10 525.16	10 630.41	10 736.72
EL1	8 455.88	8 625.84	8 799.21	8 976.08	9 156.50	9 340.54	9 433.95	9 528.29

POLICY ANALYSIS & LEGAL

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
PAL8	7 429.86	7 579.20	7 731.54	7 886.95	8 045.48	8 207.19	8 289.26	8 372.15
PAL7	6 528.34	6 659.56	6 793.42	6 929.96	7 069.26	7 211.35	7 283.46	7 356.30
PAL6	5 403.77	5 512.39	5 623.19	5 736.20	5 851.51	5 969.12	6 028.81	6 089.10
PAL5	4 654.53	4 748.09	4 843.52	4 940.87	5 040.19	5 141.50	5 192.92	5 244.84
PAL4	4 009.17	4 089.76	4 171.96	4 255.83	4 341.37	4 428.63	4 472.91	4 517.64
PAL3	3 522.72	3 593.53	3 665.76	3 739.44	3 814.59	3 891.27	3 930.18	3 969.48
PAL2	3 095.28	3 157.50	3 220.96	3 285.70	3 351.74	3 419.11	3 453.31	3 487.83
PAL1	2 639.72	2 692.78	2 746.90	2 802.12	2 858.44	2 915.89	2 945.05	2 974.50

CORPORATE FUNCTIONS

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
CF7	7 139.95	7 283.46	7 429.86	7 579.20	7 731.54	7 886.95	7 965.82	8 045.48
CF6	6 273.61	6 399.71	6 528.34	6 659.56	6 793.42	6 929.96	6 999.26	7 069.26
CF5	5 192.92	5 297.29	5 403.77	5 512.39	5 623.19	5 736.20	5 793.57	5 851.51
CF4	4 562.81	4 654.53	4 748.09	4 843.52	4 940.87	5 040.19	5 090.59	5 141.50
CF3	4 009.17	4 089.76	4 171.96	4 255.83	4 341.37	4 428.63	4 472.91	4 517.64
CF2	3 522.72	3 593.53	3 665.76	3 739.44	3 814.59	3 891.27	3 930.18	3 969.48
CF1	3 095.28	3 157.50	3 220.96	3 285.70	3 351.74	3 419.11	3 453.31	3 487.83

GENERAL ADMINISTRATION

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
GA10	6 336.35	6 463.70	6 593.63	6 726.15	6 861.36	6 999.26	7 069.26	7 139.95
GA9	5 623.19	5 736.20	5 851.51	5 969.12	6 089.10	6 211.49	6 273.61	6 336.35
GA8	4 990.29	5 090.59	5 192.92	5 297.29	5 403.77	5 512.39	5 567.51	5 623.19
GA7	4 428.63	4 517.64	4 608.45	4 701.08	4 795.57	4 891.96	4 940.87	4 990.29
GA6	3 930.18	4 009.17	4 089.76	4 171.96	4 255.83	4 341.37	4 384.78	4 428.63
GA5	3 487.83	3 557.94	3 629.46	3 702.41	3 776.83	3 852.74	3 891.27	3 930.18
GA4	3 004.25	3 064.63	3 126.23	3 189.07	3 253.17	3 318.55	3 351.74	3 385.26
GA3	2 587.70	2 639.72	2 692.78	2 746.90	2 802.12	2 858.44	2 887.02	2 915.89
GA2	2 296.46	2 342.62	2 389.71	2 437.73	2 486.73	2 536.72	2 562.09	2 587.70
GA1	2 037.99	2 078.95	2 120.74	2 163.37	2 206.85	2 251.21	2 273.72	2 296.46

PORTUGAL (OECD)

Monthly salary scale as from 01/01/2026 (EUR)

Category and grade	Steps																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
A 7	12 110.21	12 515.81	12 921.40	13 326.99	13 732.60	14 138.20	14 543.80											
A 6	11 062.97	11 369.10	11 675.23	11 981.35	12 287.44	12 593.52	12 746.57	13 052.65	13 205.70	13 511.79	13 817.88							
A 5	9 361.04	9 622.98	9 884.92	10 146.86	10 408.80	10 670.74	10 932.79	11 194.84	11 325.87	11 587.92	11 718.95	11 981.00	12 112.03	12 374.08	12 636.13			
A 4	8 083.15	8 293.44	8 503.72	8 714.01	8 924.29	9 134.58	9 345.03	9 555.47	9 660.70	9 871.15	9 976.37	10 186.82	10 292.05	10 502.50	10 712.95			
A 3	6 956.27	7 152.11	7 347.96	7 543.80	7 739.65	7 935.49	8 131.39	8 327.28	8 425.22	8 621.12	8 719.06	8 914.96	9 012.90	9 208.80	9 404.68			
A 2	5 637.72	5 788.90	5 940.08	6 091.27	6 242.45	6 393.63	6 544.89	6 696.14	6 771.77	6 923.02	6 998.64	7 149.90	7 225.52	7 376.78	7 528.02			
A 1	4 412.07	4 544.86	4 677.66	4 810.46	4 943.26	5 076.06	5 208.85	5 341.65	5 408.06	5 540.85	5 607.26	5 740.06	5 806.46	5 939.26	6 072.07			
L 5	8 548.67	8 719.61	8 890.55	9 232.43	9 403.36	9 574.30	9 916.18	10 087.12	10 258.06	10 599.94	10 770.87	10 941.81	11 283.69	11 454.63	11 625.57			
LT4 - LI4	7 515.51	7 665.85	7 816.18	8 116.84	8 267.18	8 417.51	8 718.18	8 868.52	9 018.84	9 319.51	9 469.85	9 620.18	9 920.85	10 071.19	10 221.51	10 522.18	10 672.52	10 822.85
LT3 - LI3	7 128.02	7 270.62	7 413.20	7 698.37	7 840.97	7 983.55	8 268.73	8 411.32	8 553.90	8 839.08	8 981.67	9 124.26	9 409.43	9 552.02	9 694.61			
LT2	5 729.79	5 844.38	5 958.98	6 188.18	6 302.78	6 417.37	6 646.57	6 761.17	6 875.77	7 104.96	7 219.56	7 334.16	7 563.35	7 677.95	7 792.55			
LT1 - LI1	4 667.65	4 761.01	4 854.36	5 041.07	5 134.43	5 227.78	5 414.48	5 507.84	5 601.19	5 787.90	5 881.26	5 974.61	6 161.32	6 254.68	6 348.02			
B 6	3 908.42	4 037.36	4 166.31	4 295.25	4 424.20	4 553.15	4 682.09	4 768.06	4 854.02	4 897.00	4 982.96	5 025.95	5 111.91	5 197.87				
B 5	3 504.29	3 619.95	3 735.60	3 851.26	3 966.92	4 082.58	4 198.24	4 275.34	4 352.45	4 391.00	4 468.11	4 506.66	4 583.77	4 660.87				
B 4	3 100.17	3 202.37	3 304.58	3 406.79	3 508.99	3 611.20	3 713.41	3 781.54	3 849.68	3 883.75	3 951.88	3 985.96	4 054.09	4 122.24				
B 3	2 886.10	2 981.35	3 076.59	3 171.83	3 267.08	3 362.32	3 457.57	3 521.07	3 584.56	3 616.31	3 679.81	3 711.55	3 775.05	3 838.54				
B 2	2 452.92	2 533.82	2 614.72	2 695.61	2 776.51	2 857.41	2 938.30	2 992.23	3 046.16	3 073.13	3 127.06	3 154.02	3 207.96	3 261.89				
B 1	2 020.59	2 087.30	2 154.00	2 220.70	2 287.40	2 354.11	2 420.81	2 465.27	2 509.74	2 531.98	2 576.44	2 598.68	2 643.14	2 687.62				
C 6	2 846.23	2 931.71	3 017.19	3 102.67	3 188.15	3 273.63	3 359.11	3 416.10	3 473.09	3 501.58	3 558.57	3 587.06	3 644.05	3 701.03				
C 5	2 575.73	2 653.00	2 730.27	2 807.54	2 884.81	2 962.08	3 039.35	3 090.87	3 142.38	3 168.14	3 219.65	3 245.41	3 296.92	3 348.44				
C 4	2 338.38	2 408.57	2 478.77	2 548.96	2 619.16	2 689.35	2 759.55	2 806.34	2 853.13	2 876.53	2 923.33	2 946.73	2 993.52	3 040.32				
C 3	2 114.31	2 177.72	2 241.13	2 304.53	2 367.94	2 431.35	2 494.75	2 537.02	2 579.30	2 600.43	2 642.70	2 663.84	2 706.11	2 748.38				
C 2	1 912.71	1 970.06	2 027.41	2 084.76	2 142.11	2 199.46	2 256.81	2 295.05	2 333.28	2 352.40	2 390.63	2 409.75	2 447.98	2 486.21				
C 1	1 726.01	1 777.78	1 829.55	1 881.32	1 933.08	1 984.85	2 036.62	2 071.13	2 105.65	2 122.90	2 157.42	2 174.67	2 209.19	2 243.69				

PORTUGAL (OECD)

Monthly salary scale as from 01/01/2026 (EUR)

EXECUTIVE LEADERSHIP

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
EL3	12 088.43	12 331.41	12 579.27	12 832.11	13 090.04	13 353.15	13 486.69	13 621.54
EL2	10 727.87	10 943.50	11 163.47	11 387.86	11 616.74	11 850.24	11 968.74	12 088.43
EL1	9 520.44	9 711.80	9 907.00	10 106.14	10 309.27	10 516.49	10 621.66	10 727.87

POLICY ANALYSIS & LEGAL

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
PAL8	8 365.26	8 533.40	8 704.92	8 879.89	9 058.38	9 240.45	9 332.85	9 426.18
PAL7	7 350.23	7 497.98	7 648.69	7 802.43	7 959.25	8 119.23	8 200.43	8 282.43
PAL6	6 084.09	6 206.38	6 331.12	6 458.38	6 588.19	6 720.62	6 787.82	6 855.70
PAL5	5 240.53	5 345.85	5 453.30	5 562.92	5 674.73	5 788.80	5 846.68	5 905.15
PAL4	4 513.92	4 604.66	4 697.20	4 791.62	4 887.93	4 986.18	5 036.04	5 086.40
PAL3	3 966.21	4 045.93	4 127.26	4 210.22	4 294.84	4 381.17	4 424.98	4 469.23
PAL2	3 484.96	3 555.01	3 626.47	3 699.36	3 773.71	3 849.56	3 888.06	3 926.95
PAL1	2 972.05	3 031.78	3 092.73	3 154.89	3 218.3	3 282.99	3 315.83	3 348.98

CORPORATE FUNCTIONS

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
CF7	8 038.84	8 200.43	8 365.26	8 533.40	8 704.92	8 879.89	8 968.68	9 058.38
CF6	7 063.43	7 205.41	7 350.23	7 497.98	7 648.69	7 802.43	7 880.45	7 959.25
CF5	5 846.68	5 964.20	6 084.09	6 206.38	6 331.12	6 458.38	6 522.96	6 588.19
CF4	5 137.26	5 240.53	5 345.85	5 453.30	5 562.92	5 674.73	5 731.49	5 788.80
CF3	4 513.92	4 604.66	4 697.20	4 791.62	4 887.93	4 986.18	5 036.04	5 086.40
CF2	3 966.21	4 045.93	4 127.26	4 210.22	4 294.84	4 381.17	4 424.98	4 469.23
CF1	3 484.96	3 555.01	3 626.47	3 699.36	3 773.71	3 849.56	3 888.06	3 926.95

GENERAL ADMINISTRATION

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
GA10	7 134.07	7 277.47	7 423.74	7 572.95	7 725.18	7 880.45	7 959.25	8 038.84
GA9	6 331.12	6 458.38	6 588.19	6 720.62	6 855.70	6 993.49	7 063.43	7 134.07
GA8	5 618.55	5 731.49	5 846.68	5 964.20	6 084.09	6 206.38	6 268.44	6 331.12
GA7	4 986.18	5 086.40	5 188.64	5 292.92	5 399.31	5 507.84	5 562.92	5 618.55
GA6	4 424.98	4 513.92	4 604.66	4 697.20	4 791.62	4 887.93	4 936.81	4 986.18
GA5	3 926.95	4 005.88	4 086.39	4 168.53	4 252.31	4 337.79	4 381.17	4 424.98
GA4	3 382.47	3 450.46	3 519.81	3 590.56	3 662.73	3 736.36	3 773.71	3 811.45
GA3	2 913.49	2 972.05	3 031.78	3 092.73	3 154.89	3 218.31	3 250.48	3 282.99
GA2	2 585.58	2 637.54	2 690.56	2 744.64	2 799.81	2 856.09	2 884.64	2 913.49
GA1	2 294.56	2 340.69	2 387.74	2 435.72	2 484.69	2 534.62	2 559.97	2 585.58

TÜRKIYE (OECD)

Monthly salary scale as from 01/01/2026 (TRY)

Category and grade	Steps																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
A 7																		
A 6																		
A 5	393 194.83	404 197.98	415 201.14	426 204.29	437 207.45	448 210.60	459 214.33	470 218.05	475 719.90	486 723.63	492 225.48	503 229.21	508 731.06	519 734.79	530 738.49			
A 4	339 537.94	348 376.95	357 215.96	366 054.97	374 893.97	383 732.98	392 570.99	401 408.99	405 828.00	414 666.01	419 085.02	427 923.02	432 342.03	441 180.04	450 018.06			
A 3	292 166.10	300 395.66	308 625.23	316 854.79	325 084.35	333 313.91	341 542.98	349 772.05	353 886.59	362 115.66	366 230.20	374 459.27	378 573.81	386 802.88	395 031.96			
A 2	236 778.37	243 131.21	249 484.05	255 836.89	262 189.73	268 542.57	274 895.42	281 248.27	284 424.69	290 777.54	293 953.96	300 306.82	303 483.24	309 836.09	316 188.93			
A 1	185 329.55	190 908.45	196 487.34	202 066.24	207 645.14	213 224.03	218 803.11	224 382.18	227 171.73	232 750.81	235 540.35	241 119.43	243 908.97	249 488.05	255 067.14			
L 5	359 052.56	366 233.74	373 414.89	387 777.22	394 958.40	402 139.55	416 501.88	423 683.06	430 864.21	445 226.54	452 407.71	459 588.87	473 951.20	481 132.37	488 313.53			
LT4 - LI4	315 679.62	321 993.03	328 306.44	340 933.27	347 246.68	353 560.09	366 186.91	372 500.32	378 813.73	391 440.55	397 753.96	404 067.37	416 694.20	423 007.61	429 321.02	441 947.84	448 261.25	454 574.66
LT3 - LI3	299 391.18	305 379.04	311 366.89	323 342.61	329 330.48	335 318.33	347 294.04	353 281.91	359 269.76	371 245.48	377 233.34	383 221.19	395 196.91	401 184.77	407 172.62			
LT2	240 668.46	245 481.84	250 295.23	259 922.01	264 735.40	269 548.79	279 175.56	283 988.95	288 802.34	298 429.12	303 242.51	308 055.90	317 682.67	322 496.06	327 309.45			
LT1 - LI1	196 058.66	199 979.51	203 900.34	211 742.03	215 662.88	219 583.72	227 425.40	231 346.25	235 267.09	243 108.77	247 029.62	250 950.46	258 792.14	262 712.99	266 633.83			
B 6	204 583.33	211 334.27	218 085.22	224 836.17	231 587.11	238 338.06	245 089.01	249 589.64	254 090.28	256 340.59	260 841.23	263 091.54	267 592.17	272 092.80				
B 5	170 008.86	175 619.80	181 230.74	186 841.68	192 452.61	198 063.55	203 674.49	207 415.12	211 155.74	213 026.06	216 766.68	218 636.99	222 377.62	226 118.25				
B 4	142 638.03	147 345.18	152 052.33	156 759.48	161 466.63	166 173.78	170 880.93	174 019.03	177 157.14	178 726.19	181 864.29	183 433.34	186 571.44	189 709.54				
B 3	126 096.40	130 257.44	134 418.48	138 579.52	142 740.56	146 901.59	151 062.63	153 836.66	156 610.69	157 997.70	160 771.73	162 158.74	164 932.77	167 706.79				
B 2	108 083.31	111 650.24	115 217.17	118 784.10	122 351.04	125 917.97	129 484.90	131 862.86	134 240.81	135 429.79	137 807.75	138 996.72	141 374.68	143 752.63				
B 1	93 067.70	96 138.27	99 208.84	102 279.41	105 349.98	108 420.55	111 491.12	113 538.17	115 585.22	116 608.74	118 655.79	119 679.31	121 726.36	123 773.40				
C 6	126 086.39	129 869.02	133 651.65	137 434.28	141 216.91	144 999.54	148 782.17	151 303.92	153 825.67	155 086.55	157 608.30	158 869.18	161 390.92	163 912.69				
C 5	108 270.24	111 517.91	114 765.57	118 013.23	121 260.90	124 508.56	127 756.23	129 921.33	132 086.43	133 168.99	135 334.10	136 416.66	138 581.76	140 746.88				
C 4	96 634.41	99 533.31	102 432.21	105 331.11	108 230.01	111 128.91	114 027.80	115 960.40	117 893.00	118 859.30	120 791.90	121 758.20	123 690.80	125 623.40				
C 3	87 403.43	90 026.04	92 648.65	95 271.26	97 893.87	100 516.47	103 139.08	104 887.49	106 635.89	107 510.10	109 258.50	110 132.71	111 881.11	113 629.52				
C 2	79 575.78	81 963.17	84 350.57	86 737.96	89 125.35	91 512.75	93 900.14	95 491.73	97 083.33	97 879.13	99 470.72	100 266.52	101 858.11	103 449.71				
C 1	72 691.62	74 872.54	77 053.46	79 234.39	81 415.31	83 596.23	85 777.16	87 231.10	88 685.05	89 412.02	90 865.97	91 592.95	93 046.89	94 500.85				

TÜRKIYE (OECD)

Monthly salary scale as from 01/01/2026 (TRY)

EXECUTIVE LEADERSHIP

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
EL3	559 264.38	570 505.60	581 972.76	593 670.40	605 603.19	617 775.81	623 953.57	630 193.10
EL2	496 318.74	506 294.74	516 471.27	526 852.34	537 442.07	548 244.66	553 727.10	559 264.38
EL1	440 457.67	449 310.88	458 342.03	467 554.71	476 952.55	486 539.30	491 404.70	496 318.74

POLICY ANALYSIS & LEGAL

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
PAL8	387 013.69	394 792.67	402 728.00	410 822.83	419 080.38	427 503.88	431 778.92	436 096.71
PAL7	340 054.45	346 889.55	353 862.02	360 974.66	368 230.24	375 631.68	379 387.99	383 181.87
PAL6	281 476.64	287 134.33	292 905.72	298 793.13	304 798.87	310 925.33	314 034.58	317 174.93
PAL5	242 449.76	247 323.01	252 294.19	257 365.31	262 538.36	267 815.38	270 493.53	273 198.45
PAL4	208 833.98	213 031.54	217 313.47	221 681.47	226 137.27	230 682.62	232 989.45	235 319.35
PAL3	183 494.60	187 182.84	190 945.22	194 783.22	198 698.36	202 692.19	204 719.12	206 766.32
PAL2	161 229.84	164 470.56	167 776.42	171 148.73	174 588.81	178 098.06	179 879.03	181 677.83
PAL1	137 500.24	140 264.00	143 083.30	145 959.28	148 893.05	151 885.80	153 404.67	154 938.71

CORPORATE FUNCTIONS

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
CF7	371 912.55	379 387.99	387 013.69	394 792.67	402 728.00	410 822.83	414 931.06	419 080.38
CF6	326 785.64	333 354.04	340 054.45	346 889.55	353 862.02	360 974.66	364 584.41	368 230.24
CF5	270 493.53	275 930.45	281 476.64	287 134.33	292 905.72	298 793.13	301 781.06	304 798.87
CF4	237 672.55	242 449.76	247 323.01	252 294.19	257 365.31	262 538.36	265 163.74	267 815.38
CF3	208 833.98	213 031.54	217 313.47	221 681.47	226 137.27	230 682.62	232 989.45	235 319.35
CF2	183 494.60	187 182.84	190 945.22	194 783.22	198 698.36	202 692.19	204 719.12	206 766.32
CF1	161 229.84	164 470.56	167 776.42	171 148.73	174 588.81	178 098.06	179 879.03	181 677.83

GENERAL ADMINISTRATION

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
GA10	330 053.50	336 687.57	343 455.00	350 358.44	357 400.64	364 584.41	368 230.24	371 912.55
GA9	292 905.72	298 793.13	304 798.87	310 925.33	317 174.93	323 550.14	326 785.64	330 053.50
GA8	259 938.97	265 163.74	270 493.53	275 930.45	281 476.64	287 134.33	290 005.67	292 905.72
GA7	230 682.62	235 319.35	240 049.27	244 874.26	249 796.23	254 817.14	257 365.31	259 938.97
GA6	204 719.12	208 833.98	213 031.54	217 313.47	221 681.47	226 137.27	228 398.64	230 682.62
GA5	181 677.83	185 329.55	189 054.67	192 854.68	196 731.05	200 685.35	202 692.19	204 719.12
GA4	156 488.11	159 633.52	162 842.14	166 115.27	169 454.19	172 860.21	174 588.81	176 334.70
GA3	134 790.94	137 500.24	140 264.00	143 083.30	145 959.28	148 893.05	150 381.99	151 885.80
GA2	119 620.12	122 024.49	124 477.18	126 979.17	129 531.45	132 135.03	133 456.37	134 790.94
GA1	106 156.77	108 290.52	110 467.16	112 687.56	114 952.58	117 263.13	118 435.76	119 620.12

OTHER ELEMENTS OF REMUNERATION 01.01.2026

Children or Other Dependants'Allowance (1) and Supplement for Expatriated Children (2)/ Supplement for dependent child or disabled and dependent parent (1)			
Country	**Currency**	**1**	**2**
Germany	**EUR**	**416.33**	**116.87**
Italy	**EUR**	**324.78**	**91.17**
Japan	**JPY**	**87 695.00**	**24 618. 00**
Mexico	**MXN**	**5 892.00**	**1 654.00**
United States	**USD**	**476.31**	**133.71**
Korea	**KRW**	**635 707.00**	**178 456.00**

(1) Irrespective of the grade of the official, the amount of this allowance is to be paid per month per child or other dependant.

(2) Officials entitled to expatriation allowance with dependent children who do not get an education allowance are entitled to this additional monthly flat amount per child.

RENT ALLOWANCE TABLE 01.01.2026

COUNTRY	INCOME CEILING	ALLOWANCE
Germany	**4,589.15 EUR**	**229.58 EUR**
Italy	**3,328.51 EUR**	**193.62 EUR**
Japan	**784,178.00 JPY**	**47,211.00 JPY**
Mexico	**56,485.45 MXN**	**1,622.94 MXN**
USA	**4,915.90 USD**	**228.87 USD**
Korea	**5,780,878.00 KRW**	**280,269.00 KRW**

ANNEX XXIV - DECISION OF THE SECRETARY-GENERAL ON TELEWORKING

General principles

1. Teleworking is a way of performing duties outside the premises of the Organisation, with the help of information and communication technologies. Performing duties whilst on mission is not considered to be teleworking.

2. Teleworking seeks to foster a better work/life balance for officials.

3. At the officials' request, this way of performing duties may be authorised by the Organisation, at its discretion and in accordance with the conditions set out in this decision.

4. Officials may only be authorised to telework if:

   i) the nature and exercise of their duties permit teleworking;

   ii) the requested teleworking is compatible with organisational and efficiency-related service requirements ;

   iii) the requested teleworking is compatible with the accomplishment of assigned annual performance objectives.

5. Under exceptional circumstances that threaten the continuity and efficiency of the service, officials may be required to telework by the Secretary-General, the Executive Director or the Head of Human Resource Management, provided that they have the appropriate logistical and technical means.

Provisions applicable

6. The Regulations, Rules and Instructions applicable to officials of the Organisation (hereinafter referred to as the Staff Regulations) shall remain fully applicable to officials authorised or required to telework. The following provisions shall also apply to them with regards to teleworking.

Forms of teleworking

7. There are two forms of teleworking:

   i) Regular teleworking, which is based on a regular frequency of teleworking days determined in advance for a pre-defined duration;

   ii) Occasional teleworking, which is of irregular frequency and responds to punctual situations.

8. The choice concerning the form of teleworking, i.e. whether occasional or regular, depends on the intended frequency and duration and is decided by the officials' supervisors, Directors, Heads of Programme or Heads of Service, and, when applicable, the Head of Human Resource Management, in accordance with paragraphs 10 to 14 below.

Teleworking location

9.

   a) Occasional and regular teleworking shall be performed in the duty country, at the location the officials declare to the Organisation.

   b) In exceptional circumstances, officials may also perform occasional and regular teleworking outside the duty country, in accordance with paragraphs 24 to 28 below. Temporary staff members shall not perform occasional or regular teleworking outside the duty country, unless authorised by the Secretary- General.

Conditions of authorisation

10. Officials wishing to telework shall submit a request to that effect in writing to their supervisors, specifying the intended form, duration and country of performance of teleworking. Officials wishing to telework outside the duty country are required to sign and submit, along with their request, the written acknowledgment specified in paragraph 28 below.

11. Occasional teleworking shall be authorised by the officials' supervisors.

12. Regular teleworking shall be authorised by the Directors, Heads of Programme or Heads of Service, on the recommendation of the supervisors, who shall inform the Head of Human Resource Management.

13. However, regular teleworking performed outside the duty country must be authorised by the Head of Human Resource Management, on the recommendation of the supervisors and in agreement with the Directors, Heads of Programme or Heads of Service concerned.

14. The decision to reject a teleworking request is justified and notified to officials.

Form of authorisation
Occasional teleworking

15. Occasional teleworking shall be authorised in writing by the officials' supervisors. This authorisation is granted by email and then logged and validated in the IT system used to manage working hours. When occasional teleworking is performed outside the duty country, the authorisation shall be sent to the Head of Human Resource Management for information along with the written acknowledgment specified in paragraph 28 below.

Regular teleworking

16. Regular teleworking shall be authorised by means of a written convention signed by the officials and their supervisors, Directors, Heads of Programme or Heads of Service, for a maximum duration of 12 months. A copy of this convention shall be sent to the Human Resource Management Service for information, along with the written acknowledgment specified in paragraph 28 below, where applicable.

17. The signature of a teleworking convention confirms acceptance of the teleworking conditions, most notably the specific requirements with regards to the presence of the officials on the premises of the Organisation and communication channels while teleworking.

18. The teleworking convention shall indicate:

    i) the days and hours of teleworking;

    ii) the days to be worked at the Organisation's premises;

    iii) the teleworking location;

    iv) the specific conditions required by the Organisation;

    v) where appropriate, the equipment made available to officials by the Organisation;

    vi) the dates of entry into force and termination of the convention.

19.

    a) The teleworking convention is confirmed at the end of a probationary period. This probationary period starts as of the date of entry into force of the convention for a duration of:

        i) fifteen calendar days when the teleworking duration set out in the convention is less than or equal to three months;

        ii) thirty calendar days when the teleworking duration set out in the convention is more than three months.

    b) The teleworking convention may be amended during the probationary period in accordance with paragraph 21 below.

20. Upon expiration, the convention may be renewed in accordance with paragraphs 10 to 14 above, provided that the conditions referred to in paragraph 4 above are fulfilled.

21. The convention may be amended at the request of officials and their supervisors, Directors, Heads of

Programme or Heads of Service, subject to a specific written agreement and a notice period to officials of:

i) fifteen calendar days when the teleworking duration set out in the convention is less than or equal to three months;

ii) thirty calendar days when the teleworking duration set out in the convention is more than three months.

22. The supervisors, Directors, Heads of Programme or Heads of Service may terminate the teleworking convention, at any time, if:

i) the conditions referred to in paragraph 4 above are no longer met;

ii) a significant fall in the officials' performance is observed as a result of teleworking;

iii) the officials concerned fail to respect this decision or the teleworking convention .

The officials may also terminate the convention and, in that case, should inform their supervisors, Directors, Heads of Programme or Heads of the Service.

23. The termination of a teleworking convention is subject to a notice period of:

i) fifteen calendar days when the teleworking duration set out in the convention is less than or equal to three months;

ii) thirty calendar days when the teleworking duration set out in the convention is more than three months.

Specific conditions concerning teleworking performed outside the duty country

24. Teleworking outside the duty country shall be performed in the territory of Member countries of the Organisation or in any other country in which the Organisation enjoys the privileges and immunities required to fulfil its mission.

25. Regular or occasional teleworking outside the duty country shall normally not exceed a limit of 80 working days per calendar year. Regular teleworking is subject to a teleworking convention set out in paragraphs 16 to 23 above.

26. The following conditions shall apply to teleworking outside the duty country:

i) the applicable salary scale shall remain that of the duty country, and monthly emoluments shall continue to be paid in that country. Subject to the provisions of Staff Regulation 18 and the related Staff Rules, the cost of transferring emoluments to the teleworking location outside the duty country shall be borne exclusively by the officials;

ii) officials' entitlement to the expatriation allowance and other related allowances shall continue to be determined with reference to their duty country;

iii) for the purposes of the payment of health costs by the Organisation's system, the country of residence referred to in Article 3 a) of Annex XIV of the Staff Regulations shall remain the duty country and not the country of the teleworking location.

27. Where officials can justify exceptional circumstances, they may be authorised to perform regular or occasional teleworking outside the duty country in excess of the limit of 80 working days per calendar year. Such authorisation may be granted at the discretion of the officials' Directors, Heads of Programme or Heads of Service, following prior consultation with the Head of the Human Resources Department. The following specific conditions shall apply to teleworking outside the duty country in excess of 80 working days per calendar year:

i) officials bear sole responsibility for all additional liabilities, including but not limited to those of a fiscal or social contribution nature, resulting from their teleworking abroad in excess of the limit of 80 working days per calendar year;

ii) officials' entitlement to the expatriation allowance and other related allowances, where applicable, is suspended for the period of teleworking abroad in excess of the limit of 80 working days per calendar year; and

iii) officials can be required at the discretion of the Organisation, at any time, and at their own costs, to return to the duty country with reasonable notice.

28. All officials wishing to telework outside the duty country shall sign a written acknowledgment in which they recognise that specific conditions shall apply in the event they exceed the limit of 80 working days per calendar year, under the conditions set out in paragraph 27 above.

Interests of the service warranting the presence of officials on the premises of the Organisation

29. Where the interests of service so require, and notwithstanding the provisions set out in the relevant teleworking authorisations and conventions, officials may exceptionally be required by their supervisors to be present on the premises of the Organisation or on any other designated premises, on days where they are scheduled to telework.

Working duration and hours of work

30. The duration and hours of work of officials authorised to telework shall be laid down in accordance with Staff Regulation 20 a) and the related Instructions, in particular Instruction 120/1.1. These durations and hours of work should be logged and validated in the IT systems used to manage working hours.

31. For teleworking outside the duty country, hours of work shall be set in such a way as to minimise, as far as possible, the effects of any time difference between the teleworking location and the officials' duty country.

Teleworking for health reasons

32. When returning to work after sick leave or after being placed on non-active status for reasons of sickness, officials may complete a part or the totality of their working time through teleworking, on the sole recommendation of the Organisation's Medical Officer and after consultation with the supervisors, Directors, Heads of Programme or Heads of Service, provided that the conditions referred to in paragraph 4 above are met.

33. Teleworking for health reasons is a specific form of regular teleworking. The provisions regarding regular teleworking shall fully apply to teleworking for health reasons. However, the duration of teleworking for health reasons may not exceed nine months in any twelve-month period. The convention for teleworking for health reasons may only be amended after consultation with the Organisation's Medical Officer.

Statutory travel and missions

34. In the event of statutory travel or missions as provided for in Staff Rule 17/3.1 et seq., teleworking officials may be authorised to start their journey from their teleworking location. Such authorisation shall be given by the Head of Human Resource Management, in case of statutory travel, and by the officials' supervisors, in case of missions. In such cases, the expenses incurred shall be paid in advance or reimbursed insofar as they do not exceed the expenses that would have been applicable, had the journey started from the headquarters of the Organisation.

35. No other travel between the teleworking location and the premises of the Organisation shall be reimbursed by the Organisation.

Work accident

36. Within the context of teleworking, any accident which officials prove had occurred at the teleworking location, during teleworking hours, and as a result or in connection with the functions performed, shall be considered a work accident.

Last update: April 2021

ANNEX XXV - DECISION OF THE SECRETARY-GENERAL CONCERNING THE INVESTIGATION PROCEDURE WITHIN THE ORGANISATION

Purpose

1. The following provisions set out the procedures of the Organisation with respect to investigations of alleged misconduct by staff. This procedure is intended to promote accountability, support the standards of conduct, and ensure good governance within the Organisation, as well as to protect the rights and reaffirm the duties of staff with respect to investigations.

2. The purpose of an investigation under this procedure is to examine whether there is a factual basis for the allegations of misconduct. An investigation is distinct from a disciplinary procedure, although once an investigation has been completed, the investigative findings may serve as a basis for initiating a disciplinary action, in accordance with Staff Regulation 21.

3. Both phases of the procedure under this Annex – consisting of a preliminary review and an investigation - are administrative in nature. The procedure set out here supports the Organisation in discharging its staff management responsibilities, in particular in ensuring that staff comply with the standards of conduct set out in the Organisation's Staff Regulations, Rules and Instructions.

Definitions

4. For the purposes of this Annex the following definitions apply:

   (1) "Misconduct" shall have the meaning assigned to it in Section 3.5 of Annex XXX to the Staff Regulations (Decision of the Secretary-General on OECD Code of Conduct).

   (2) "Head of HRM" means the Head of Human Resource Management, unless the Secretary-General, in line with paragraph 7 below, appoints a replacement, in which case all the references made to the Head of HRM in relation to his responsibilities under this Annex shall be read as referring to the replacement.

   (3) "Investigative procedure" means all the steps carried out under this Annex, including the preliminary review and the investigation.

   (4) "Reporting person" means the individual who reports alleged misconduct.

   (5) "Staff" means all officials as well as unclassified staff, temporary staff members, staff on loan to the Organisation, and interns who are to abide by the same standards of conduct as officials to the extent that they are, by virtue of the OECD legal framework applicable to them, bound by the same ethical rules.

   (6) "Staff Regulations" shall encompass the Staff Regulations, Rules and Instructions applicable to Officials of the Organisation as well as the equivalent provisions applicable to other categories of staff or associates falling under the definition of "staff" under this Annex.

   (7) "Subject" refers to a staff who is the subject of allegations of misconduct.

General provisions

5. Staff with responsibilities under this Annex shall carry out the procedural steps independently and free from any undue interference. They shall carry out the investigative procedure relating to allegations of misconduct in an objective and impartial manner.

6. The staff carrying out their respective responsibilities under this procedure shall, in accordance with Staff Regulation 3, avoid any conflict of interest or appearance thereof.

7. Should there be a conflict of interest or an appearance of a conflict of interest on the part of the Head of HRM, or where there is a perception of any such a conflict on their part, the matter shall be referred to the Secretary-General, who shall decide, where appropriate, to appoint a replacement. However, the fact that the investigation concerns one of the services of the Executive Directorate or that staff in the Human Resource Management Service may be requested to provide evidence, shall not in itself constitute a conflict of interest or appearance thereof. This shall also apply to cases in which one of the services of the Executive Directorate, including the Human Resource Management Service, may have given advice for managing a situation directly or indirectly related to the subject of the investigation.

8. Where the alleged misconduct concerns staff in the Human Resource Management Service the matter will be considered as constituting a conflict of interest of the Head of HRM and a replacement shall be appointed pursuant to paragraph 7.

9. All staff participating in any way in an investigative procedure shall be considered as acting in the performance of their official duties in relation to such participation.

Reporting of alleged misconduct

10. As provided in the Staff Regulations, staff have a duty to report any fraud, corruption or misuse of the Organisation's resources and are expected to report any other form of misconduct.

11. The Organisation will intake all reports of alleged misconduct, as defined in Annex XXX, irrespective of their source, including reports from anonymous or confidential sources.

12. Alleged misconduct shall be brought to the attention of the Organisation:

    (1) by e-mail communication addressed to either the Secretary-General, the relevant Deputy Secretary-General, the relevant Director or Head of Service, the Director of Internal Audit, the Executive Director, the Head of HRM (except in the circumstances described in paragraph 7 and 8 above), or the Head of Ethics, with the possibility to copy the Head of HRM;

    (2) by submitting an online report form through a dedicated link established for this purpose and monitored by the Head of HRM, being OECD.ReportMisconduct@oecd.org or by sending it by email or post to any of the persons mentioned in (1) above.

13. The persons mentioned in paragraph 12(1) other than the Head of HRM shall refer promptly any reports of alleged misconduct to the Head of HRM or, in the circumstances described in paragraphs 7 and 8, to the Secretary-General. The Head of HRM shall normally acknowledge receipt of the report of alleged misconduct to the reporting person where their identity is known.

Preliminary review

14. The Head of HRM shall, before an investigation of alleged misconduct is opened, conduct a preliminary review in order to determine whether there is a sufficient and credible basis to open an investigation. The purpose of the preliminary review, is to assess whether (i) the alleged conduct, if established, would amount to a breach of the internal rules of the Organisation; and (ii) the verifiability, reliability and materiality of the allegations, taking into account such aspects as: (A) the length of time that has elapsed since the alleged misconduct occurred; (B) the specificity of the information received; and (C) the availability of necessary records, evidence and witnesses; and (D) the gravity of the alleged misconduct (hereafter the "preliminary assessment criteria"). Although not required, the preliminary review may involve contacting any person deemed relevant to obtain further background information or clarification. Where the identity of the reporting person is known, they shall normally be given the opportunity to be heard as part of the preliminary review.

15. Prior to the completion of the preliminary review, the Head of HRM shall consult with the Head of Ethics on the decision whether, consistent with the preliminary assessment criteria set out in paragraph 14, to open an investigation, close the matter and/or take any other action, that the Head of HRM contemplates to take.

16. The decision of the Head of HRM to open an investigation, close the matter and/or take any other action shall normally be taken within 2 months of the date when the allegations are brought to the attention of

the Head of HRM, unless, in justified circumstances, the Head of HRM considers that additional time is needed.

17. If the Head of HRM determines that an investigation is not feasible or warranted, as soon as practicable following the preliminary review, the reporting person, where identified, will be informed that the review of their report of alleged misconduct has been concluded without an investigation, including a brief rationale behind such decision. If an investigation to be conducted under this Annex has been opened, the reporting person will be informed as soon as practicable by the Head of HRM taking into account the need to protect the effectiveness of the investigation.

Knowingly false or reckless statements

18. Staff are under a duty not to bring frivolous or malicious charges. Any report of alleged misconduct by a staff that is knowingly false or made in reckless disregard of the truth will be considered a violation of the Organisation's standards of conduct and may lead to disciplinary action. Similarly, any statement or other information provided by any staff in the course of the investigative procedure that is knowingly false or made in reckless disregard of the truth, will be considered a violation of the Organisation's standards of conduct and may lead to disciplinary action.

Presumption of innocence

19. The launching of an investigation in no way implies that the Organisation considers that any misconduct has taken place. It is only at the conclusion of a disciplinary action that the Organisation may decide that a staff has engaged in misconduct and impose a disciplinary measure.

Appointment of an investigator

20. The Head of HRM, in consultation with the Executive Director, shall appoint one or more individual from inside or outside the Organisation to conduct the investigation and may arrange for other types of assistance to the investigator(s). The Head of HRM shall issue terms of reference to the investigator(s) defining the scope and general conditions of the investigation entrusted to them.

21. In conducting the investigation, the investigator shall act independently, objectively and impartially and shall avoid any conflict of interest or the appearance thereof. If there is any doubt in this regard, the investigator shall refer the matter to the Head of HRM who, in consultation with the Head of Ethics and the Executive Director, shall decide whether to appoint a replacement and provide for additional time for the new investigator to carry its investigation in an orderly manner.

22. If a new investigator is appointed, they shall decide whether to continue the investigation on the basis of the information already gathered, as well as the nature and seriousness of the conflict of interest concerns, to repeat any procedural steps or to begin the investigation again in relation to some or all of this information. Should the investigator contemplate taking a course of action that would delay further the completion of the investigation, they shall inform the Head of HRM and solicit their views and suggestions.

23. If an investigator is unable to continue the investigation for some other reason, the Head of HRM, in consultation with the Executive Director, shall appoint a new investigator and provide for additional time for the new investigator to carry out the investigation in an orderly manner. The new investigator shall decide on the most appropriate manner of continuing the investigation in light of the information gathered up to that point.

24. The Head of HRM shall retain overall responsibility for the efficient discharge of the investigative procedure.

Confidentiality

25. All aspects of the investigative procedure shall be conducted discreetly, with due regard for confidentiality and preserving the privacy of those involved in the matter under investigation, whether as the subject, the reporting person or as interviewee. Notwithstanding the foregoing, the identity of such persons may be disclosed where the alleged misconduct cannot be properly investigated without disclosing such identity (e.g., in cases involving interpersonal conflicts).

26. The investigator may, at their discretion, share information about investigative activities with persons who have a legitimate need to know this information, as deemed appropriate for the investigation, in order to protect the Organisation's interests and/or to safeguard all relevant evidence and/or property.

27. Issues discussed during an investigation are confidential, and anyone involved in an investigative procedure or questioned by an investigator must not divulge to others the information discussed or obtained, except on a need-to-know basis. This includes the fact of the investigation, the name of the subject, reporting person, or interviewees, details of the alleged misconduct, content of their or other persons' interview(s), or the nature of their participation. If in doubt, anyone involved in an investigative procedure must contact the investigator or the Head of HRM, as relevant, for guidance and receive their written consent before sharing any such information.

28. The investigator may consult with any internal resources (e.g., Directorate for Legal Affairs, HRM, the Ethics Office, Internal Audit, the Data Protection Office, etc.,) as the investigator deems appropriate in the course of the investigation.

29. The investigator shall comply with the Organisation's rules regarding data protection (Annex XII to the Staff Regulations).

Precautionary measures

30. At any time during the investigative procedure, the Head of HRM may decide, in order to safeguard evidence, ensure a proper investigation, protect the interests of the Organisation or protect persons involved in this procedure, to apply one or more of the following precautionary measures:

    (i) Relieve the staff of specific duties;

    (ii) Suspend the staff from duty with pay;

    (iii) Prevent the staff from having access to the Organisation's IT or telecommunication facilities and equipment, or having such access limited;

    (iv) Prohibit the staff from entering all or any part of the Organisation's premises; and/or

    (v) Such other precautionary measures as may be necessary or appropriate to apply from the perspective of the investigative procedure or the interests of the Organisation.

31. If a staff who is suspended from duty with pay as a precautionary measure is dismissed at the end of the disciplinary action, the Organisation shall not make any payment on account of unutilised annual leave.

32. The staff subject to precautionary measures under this Annex shall be notified in writing of any such measures, the reason for their imposition and their duration. The imposition of precautionary measures shall not be viewed as a disciplinary measure nor imply or entail any presumption that this staff has engaged in misconduct.

33. The precautionary measures under this Annex may be imposed by the Head of HRM in addition to any interim protection measures decided pursuant to Annex XXVIII (Decision of the Secretary-General on protection against retaliation for reporting misconduct (Whistleblower Protection Policy)) (the "Whistleblower Protection Policy") or to management measures taken to ensure a serene, cohesive and efficient working environment.

Conduct of the investigation

34. Investigative activities shall aim at gathering and review of the evidence available, both inculpatory and exculpatory, that is, evidence that either substantiates or disproves an allegation, and/or contributes to identifying perpetrators and/or establishing relevant surrounding circumstances. Investigative findings and conclusions shall be determined through an impartial, objective, and independent process of information gathering and analysis, which may include reasonable inferences, and are based on substantiated facts.

35. The investigator shall pursue the lines of inquiry as the investigator considers reasonable and appropriate. Investigations shall be conducted with due regard to confidentiality, and respecting the procedural safeguards to be accorded to those involved, and the presumption of innocence of the subject of the

investigation.

36. After an investigation is initiated, the investigator shall notify the subject of the opening of the investigation in writing, specifying the alleged misconduct under investigation and the internal rules of the Organisation allegedly breached.

37. The timing of such notification shall be determined by the investigator taking into account the circumstances of the individual case, including the risk of destruction of or tampering with information and/or evidence, intimidation of, or attempt to influence, prospective interviewees, or other actions that may compromise the investigation.

38. The subject shall cooperate fully with an investigation. If the subject refuses to cooperate, the investigator and the Organisation shall be entitled to draw an adverse inference regarding such refusal.

Interviews

39. The investigator may interview, on one or more occasions, staff or any other persons who the investigator considers may have information relevant to the investigation. However, the subject may not be interviewed until they have been given reasonable notification of the investigation (see paragraphs 36 and 47(i) and prior notice of the interview.

40. The investigator must explain to all interviewees the extent to which it may be necessary to disclose to the subject and/or the reporting person the information the interviewees provided, for such information to be relied on in the investigative findings and conclusions and possible disciplinary action.

41. Staff must disclose all the information in their possession that may be relevant to the investigation and must in particular answer the investigator's questions to the best of their knowledge during the interview and in all exchanges with the investigator. They must also provide any documents or other elements of evidence requested by the investigator during the course of the interview or within the deadlines provided by the investigator. However, to protect the integrity and effectiveness of any informal dispute resolution process conducted in accordance with the Decision of the Secretary-General on Conflict Resolution and Harassment Prevention and Resolution (Annex XX), staff shall not disclose information acquired solely in the course of such process.

42. The investigator shall, wherever reasonably possible, interview the subject and follow the steps below:

    (i) interviews of the subject shall be recorded on a recording device; and

    (ii) a copy of the recording of the interviews of the subject and, if transcribed, a copy of their transcript, will be made available to the subject, no later than when the draft investigation report is provided to them as provided for in paragraph 47(iii) below.

Investigator's access to records and physical evidence

43. If needed for the investigation, the investigator may require the Organisation to produce documents or other information and have access to all the premises of the Organisation, seek and collect all relevant evidence, including examining, copying, and seizing all or any portion of physical and electronic documents and records, subject to the procedures outlined in the Executive Director's Guidelines on Access to Individual Electronic Accounts. The investigator may also access and search all of the Organisation's premises, as well as physical items, including desks, offices and other storage facilities on the Organisation's premises or under control of the Organisation, and may require the return of any Organisation-owned electronic or telephonic equipment. Any search or seizure of tangible evidence from the workspace of the subject or other staff should be performed in the presence of another person.

44. On an exceptional basis, access to records or documents or to the premises of the Organisation may be deemed to be sensitive by the Organisation, particularly when this might interfere significantly with its smooth operation or be detrimental to its relations with Members, partners countries or other international organisations, or expose it to a significant risk. In such cases, access will be subject to the authorisation of the Secretary-General, who will decide on a case-by-case basis in line with the subject and nature of the request. Where appropriate, the sensitive record or document may be forwarded to the investigator after deleting paragraphs or passages that are not relevant to the investigation under way.

Duties of staff regarding the investigative procedure

45. Staff have a duty to cooperate with any investigative procedure. They shall also not interfere with an investigative procedure including, without limitation, by :

    (i) knowingly making false or misleading statements;

    (ii) destroying or tampering with information and/or evidence;

    (iii) interfering with, or retaliating against, someone who has provided or is expected to provide information, or threatening to interfere or retaliate, either during or after an investigative procedure;

    (iv) violating the confidentiality of the investigative process; and

    (v) any other conduct that materially interferes with the ability of the Head of HRM or the investigator to conduct a preliminary review or an investigation or undermines the integrity of the investigative procedure.

46. Where substantiated, any such interference may be considered as misconduct and result in disciplinary action.

Procedural safeguards for the subject

47. The subject shall be afforded the following protections in relation to the investigation:

    (i) To be notified in writing of the allegations against them;

    (ii) To be given the opportunity to respond to the allegations and evidence presented against them as well as to provide exculpatory evidence, respecting the deadlines set by the investigator. This may include proposing the names of witnesses who might corroborate their statements. However, the investigator may, at their discretion, decide on the individuals to be interviewed, and there is no obligation on the part of the investigator to interview any or all individuals suggested by the subject.

    (iii) To be given the opportunity to review and comment on the accuracy the factual elements of the draft investigation report before it is finalised.

    (iv) A subject shall not be the subject of another investigative procedure concerning the same instance of alleged misconduct unless new evidence comes to the attention of the Organisation.

Procedural safeguards for certain reporting persons

48. Individuals who report misconduct and who allege to be the direct subject of such misconduct shall be afforded the following protection in the course of the investigation:

    (i) To have an opportunity to be interviewed by the investigator; and

    (ii) To propose the names of witnesses. However, the investigator may, at their discretion, decide on the individuals to be interviewed, and there is no obligation on the part of the investigator to interview all individuals suggested by the reporting person.

Investigation Report

49. Upon completion of an investigation, the investigator shall prepare a report on the investigation and, subject to the right of the subject to review the factual elements of the draft investigation report and comment on their accuracy (see paragraph 47(iii) above), submit the investigation report to the Head of HRM, who shall transmit the report to the staff authorised to initiate disciplinary action, if different.

50. The investigator shall submit the investigation report within three months of the date of their appointment, unless there are particular circumstances requiring an additional period of time and the Head of HRM has approved an extension of the period upon request of the investigator.

51. The investigation report, which shall be strictly confidential, shall fairly reflect the information that is relevant to the allegations of misconduct, whether inculpatory or exculpatory. The investigation report

shall, at a minimum, contain the following:

(i) a summary of the allegations of misconduct with the records of the interviews attached as annexes to the investigation report, subject to the possibility of the investigator not to disclose the identity of certain interviewees under sub-paragraph iv);

(ii) the regulations, rules or standards of conduct relevant to the alleged misconduct;

(iii) the methodology and procedure followed in conducting the investigation;

(iv) a list of the persons interviewed, except if the investigator deems it essential not to disclose the identity of an interviewee for their protection;

(v) a description of the evidence relied upon to support the findings in the report; and,

(vi) conclusions about whether the allegations of misconduct have been substantiated in full or in part, or whether the evidence either does not support a finding of misconduct or is insufficient to make such a finding;

(vii) in annex, the list of relevant evidence gathered during the investigation, whether supporting or disproving the allegations.

Action taken following the investigation report

52. Upon receipt of the investigation report, the authority entitled to initiate the disciplinary action may decide to initiate disciplinary action against the subject.

53. If the disciplinary authority decides on the initiation of disciplinary action, the investigation report shall be shared in full with the subject, who shall be allowed to provide comments on it and further rebuttal evidence, as well as arguments in their defence in the context of the disciplinary action.

54. If the disciplinary action was initiated on the basis of a report of alleged misconduct, the Head of HRM shall inform the reporting person of the overall outcome of the matter in general terms, but without any duty to share the investigation report or any other information relevant to the matter with the reporting person.

Prohibition against retaliation

55. Any retaliation or threat of retaliation against persons reporting alleged misconduct to the Organisation, or against individuals participating in the investigative procedure (for example, as interviewees), may be considered a violation of the Whistleblower Protection Policy (Annex XXVIII) and shall be addressed as such under that Annex.

Referral to national authorities

56. If it is considered appropriate to involve the national police and/or judicial authorities, the Secretary-General may refer the matter to the competent authorities in whole or in part at any time. In such cases, the Secretary-General may decide to share any evidence gathered in the course of an investigation, if it took place, and any other pertinent information with the authorities, as appropriate.

Reporting on investigations

57. The Head of Ethics, with the input from the Head of HRM, shall include information on matters reported and the investigations conducted during the relevant reporting period in the annual report of the Head of Ethics, which shall be prepared in line with Article 3(g) of Annex XXVII. The annual report shall only include information presented in a depersonalised manner to protect in particular the privacy, reputation and right to due process of the individuals concerned.

Entry into force

58. This Decision shall enter into force on 1 March 2025.

ANNEX XXVI - DECISION OF THE SECRETARY-GENERAL ON PERFORMANCE MANAGEMENT PROCEDURES

I. Performance Management Framework

1. This Decision sets out the rules applicable for the management of the performance of OECD officials.

II. Definitions

2. For the purposes of this Decision:

- **'Annual Performance Agreement'** refers to the formal agreement between a direct report and their assessing manager on specific, measurable, achievable, relevant and time-bound performance objectives (SMART objectives) within the framework of the Job Description. The core competencies corresponding to the level of the functions of the official shall also be included in the Annual Performance Agreement.
- **'Assessing manager'** refers to the person to whom an official directly reports. This person shall be an official of at least the same grade or higher in the official's line management who has been designated by the relevant authority as the person responsible for conducting the performance assessment of a direct report. It includes the Secretary-General, Directors, Heads of Programmes, Heads of Service, Heads of Divisions, Heads of Units and any official to whom at least one official reports directly.
- **'Assessment year'** refers to the year in which the performance assessment takes place, i.e. the year directly following the performance year.
- **Calibration exercises:**
  - **'Initial calibration exercise'** refers to the Directorate-level review of performance rating proposals by the relevant Director to ensure consistency, fairness and objectivity within their Directorate. The initial calibration exercise is followed by the final calibration exercise.
  - **'Final calibration exercise'** refers to the CRG-level review of performance rating proposals to ensure consistency, fairness and objectivity across the Organisation. It helps align performance ratings and maintain a balanced assessment process, ensuring that similar performance levels are rated similarly across Directorates.
- **'Corporate Review Group' or 'CRG'** refers to the advisory body chaired by a Deputy Secretary-General and includes the Chief of Staff, the Executive Director and three additional Directors at grade A7 or EL3. The CRG's role is to provide advice to Directors on the overall application of the Performance Management Framework and support consistency and fairness of Performance Management across the Organisation, through the final calibration exercise.
- **'Direct report'** refers to an official who reports directly to an assessing manager.
- **'Director'** shall be taken to include Directors, Heads of Programmes, or other officials who have the responsibility for and executive authority over a programme of work. This term also includes the Executive Director of the International Energy Agency and Heads of entities hosted by the Organisation.
- **'Directorate'** shall be taken to include Directorates, Services and Programmes.
- **'Final performance rating'** refers to the final rating given to an official's annual performance by the Secretary-General or Director, following the final calibration exercise.
- **'Performance assessment'** refers to the process through which an official's annual performance is assessed.

- **'Performance form'** refers to the electronic forms made available to officials by the Human Resource Management Service in which the Annual Performance Agreement, mid-year review, end-year review, 180-Degree Feedback, performance assessment and performance rating proposal shall be recorded.
- **'Performance rating proposal'** refers to the rating proposed by the Secretary-General or a Director prior to the final calibration exercise.
- **'Performance year'** refers to the calendar year for which the SMART objectives have been set in the Annual Performance Agreement.
- **'Probationary period'** refers to the probationary period to which appointments are subject in accordance with Regulation 9 and Regulation 9 bis[80].

III. Responsibilities

3. As part of their official duties, assessing managers are required to conduct a performance assessment for each of their direct reports. Failing to do so in accordance with this Decision may be documented in their own end-year review and be taken into account for their own final performance rating.
4. For officials at grades A7 and EL-3, the performance assessment shall be conducted by the Secretary-General, after consultation, where applicable, with the Deputy Secretary-General responsible for the relevant output areas of the official. In the Economics Department (ECO), the Chief Economist shall be responsible for conducting the performance assessment of other officials of grades A7 and EL3 and propose such assessment to the Secretary-General, who shall take this into account for the initial performance rating.
5. The assessing managers, except for the Secretary-General and Directors, are responsible for proposing an initial performance rating proposal to the Director for the initial calibration exercise.
6. A performance rating proposal shall then be temporarily set, following the initial calibration exercise, by:
    a. Directors for officials up to and including grade A6, in the job families GA, PAL, CF and EL-1 EL-2 grades; and
    b. The Secretary-General for officials of grade A7 and EL3 and any of his/her direct reports.
7. The final performance rating shall be decided, following the final calibration exercise, by:
    a. Directors for officials up to and including grade A6, in the job families GA, PAL, CF and EL-1 EL-2 grades; and
    b. The Secretary-General for officials of grade A7 and EL3 and any of his/her direct reports.
8. In exceptional circumstances, the Head of Human Resource Management shall identify the decision-making authority and the corresponding actors to enable implementation of the Performance Management procedures.

IV. Performance Management process

9. Subject to the provisions applicable to newly appointed officials described in §V. below, the performance year for officials is structured as follows:
    a. Annual Performance Agreement – should normally be agreed by end of January of the performance year
    b. Mid-year review – should normally be completed by end of June of the performance year
    c. 180-Degree Feedback – should normally be completed by end of October of the performance year
    d. End-year review – should normally be completed by end of December of the performance year

[80] Regulation 9 bis enters into force on 1 July 2025. See document C(2023)125/REV5

V. Performance Management process for newly appointed officials

10. For officials appointed from 1 January to 30 June:

    a. The first Annual Performance Agreement shall be set within 30 days of taking up duty.

    b. They are not required to undertake the mid-year review as detailed in §VII of this Decision; however, at least one meeting with their assessing manager to discuss the progress of the first Annual Performance Agreement is required within six months of taking up duty.

    c. The end-year review as detailed in §IX. of this Decision shall be carried out with respect to the first Annual Performance Agreement. However, these officials shall not be given a performance rating unless, at the time of the end-year review, their appointments have already been confirmed following their probationary period.

    d. A new Annual Performance Agreement shall be set in January of the year following the year the official took up duty in cases where the probationary period of these officials is continuing, or their appointment has been confirmed.

11. For officials appointed from 1 July to 31 December:

    a. The first Annual Performance Agreement shall be set within 30 days of taking up duty.

    b. No end-year review shall take place in the first performance year, however at least one meeting with the official's assessing manager to discuss the progress of the first Annual Performance Agreement is required within six months of taking up duty.

    c. The first Annual Performance Agreement, adjusted where necessary under the conditions laid out in this Decision, will be valid until the end of the performance year following the year the official took up duty, or the expiry of the appointment, whichever occurs first.

    d. These officials shall not receive a performance rating with respect to the first Annual Performance Agreement unless, at the end-year review their appointments have already been confirmed following their probationary period.

12. When setting the first Annual Performance Agreement pursuant to paragraph 15, newly appointed officials and their assessing manager shall agree on the expected progress of the first Annual Performance Agreement by the end of the probationary period. In the event that no agreement is reached by the assessing manager and the direct report on such expected progress, the progress levels set by the assessing manager shall be considered as those applicable.

VI. Annual Performance Agreement

13. The Annual Performance Agreement aims to contribute to the successful implementation of the Organisation's Programme of Work and Budget in the area relevant to the work of the direct report.

14. At the beginning of a performance year, assessing managers shall organise an individual meeting with each of their direct reports. The objective for this meeting is to agree on the SMART objectives to include in the Annual Performance Agreement.

15. The Annual Performance Agreement includes a minimum of three and maximum of six SMART objectives and an acknowledgement of the core competencies corresponding to the level of the functions of the official. Excepting cases which fall under paragraph 11 c), SMART objectives should be achievable within the relevant performance year.

16. Direct reports shall acknowledge the Annual Performance Agreement in the relevant performance form.

17. During the performance year, the Annual Performance Agreement of the official may be adjusted in line with regular feedback meetings and the mid-year review, or in the event of a change affecting the working hours, functions, responsibilities or priorities of the direct report. These adjustments shall be discussed and agreed upon by the direct report and the assessing manager and recorded in the relevant performance form.

18. In the event that no agreement is reached by the assessing manager and the direct report regarding

the Annual Performance Agreement or its adjustment during the performance year, the SMART objectives set by the assessing manager shall be considered as those applicable.

VII. Mid-year review

19. During the performance year, assessing managers shall organise an individual mid-year review meeting with their direct reports to discuss the progress of the content of the Annual Performance Agreement to enable and support them to achieve their objectives.

20. Direct reports and their assessing managers shall acknowledge that this meeting has taken place in the relevant performance form.

21. When an assessing manager considers that the official is at risk of not satisfactorily achieving the SMART objectives or of not reaching the expected level of core competencies set out in the Annual Performance Agreement, the assessing manager shall record it in the relevant performance form and this shall be notified to the direct report, who may provide comments.

22. In addition to the mid-year review, should assessing managers consider at any point during the performance year that their direct report's performance is unsatisfactory, to the extent that the SMART objectives are not progressing or that the official is failing to meet the expected level of core competencies as outlined in the Annual Performance Agreement, they shall issue a 'performance warning'. Such warning shall be notified to the direct report in writing and be accompanied by specific guidance outlining the expectations required and the necessary measures for improvement.

VIII. 180-Degree Feedback

23. If an assessing manager has two or more direct reports, direct reports shall be given a formal opportunity, during the performance year, to provide written feedback to their assessing manager via the relevant performance form.

24. Feedback shall be sought based on the behaviours associated with the OECD Core Competency Framework at the relevant level in the spirit of professional growth, development and continuous improvement.

25. Results of the feedback shall be made available to the assessing manager, their own manager and other relevant persons in the Directorate and Human Resource Service working on Performance Management.

26. Assessing managers should discuss the results of the feedback with their manager and the feedback may be used by the latter during the end-year review when discussing performance.

IX. End-year review

27. At the end of the performance year, assessing managers shall organise an individual end-year review meeting with each of their direct reports to discuss and record progress made on the Annual Performance Agreement.

28. Direct reports and their assessing managers shall acknowledge that this meeting has taken place in the relevant performance form.

29. In addition to this acknowledgement, a written record of the achievement of the Annual Performance Agreement for the whole performance year shall be entered by the direct report ('self-assessment') and by the assessing manager ('assessing manager write-up'). The direct report shall then have, during ten calendar days, the option to provide comments on the assessing manager's write-up.

30. Disagreement of the direct report with the assessing manager write-up has no effect on the proper conduct of the end-year review and the responsibility for the assessing manager to submit a performance rating proposal as per paragraph 35.

X. Performance Assessment

31. Following the end-year review meeting detailed in paragraph 27, assessing managers shall conduct a performance assessment to assess the achievement of the Annual Performance Agreement of

their direct reports. SMART objectives and core competencies shall be assessed in the relevant performance form.

32. If, during the performance year, an official has worked in more than one Directorate, or has changed assessing manager in the same Directorate, the assessing manager to which the official reports at the time of the end-year review shall collect the written comments of the official's previous assessing manager(s) during the performance year, where available.

Absences of more than six months during a performance year

33. Officials who, during the performance year, have totalled more than six months of absence shall receive a final performance rating of '0 – Unable to assess Annual Performance Agreement' if their absence is justified by at least one of the following reasons:

    a. Sick leave,

    b. Non-active status for reasons of illness,

    c. Non-active status for personal reasons or military service; or

    d. Unpaid long-term training leave.

34. If an official's Annual Performance is rated as '0 – Unable to Assess Performance', no advancement or days of exceptional leave shall be granted to the official.

Initial performance rating proposal

35. Subject to paragraphs 10 c) and 11 d), the assessing manager shall propose, following the end-year review meeting, an initial performance rating in the relevant performance form. Such proposed rating shall be made in accordance with the ratings described in paragraph 44 of this Decision.

Calibration exercises

Initial calibration exercise

36. An initial calibration exercise shall be conducted to ensure the consistency and fairness of performance assessments and performance rating proposals across each Directorate. For officials up to and including grade A6, in the job families GA, PAL, CF and grades EL1 and EL2, the initial calibration exercise shall be carried out by the relevant Director, their Deputy or Deputies, the Heads of Division of their Directorate and a member of the Human Resource Management Service appointed by the Head of Human Resource Management. These officials shall not participate in the calibration exercise concerning their own performance. In preparation for the initial calibration exercise, performance assessments, including initial performance rating proposals, shall be communicated by the assessing managers to the relevant Director.

37. For officials of grade A7 and EL3, as well as direct reports to the Secretary-General, the initial calibration exercise shall be carried out by the Secretary-General, the Deputy Secretaries-General, the Chief of Staff and the Head of Human Resource Management. During this calibration exercise:

38. The Chief of Staff shall not participate in the calibration exercise concerning their own performance;

39. The Head of Human Resource Management shall not participate in the calibration exercise concerning the Executive Director's performance.

40. The initially calibrated performance assessments, including performance rating proposals, shall be submitted to the Corporate Review Group (CRG) for the final calibration exercise.

Final calibration exercise

41. Following the initial calibration exercise, a Corporate Review Group meeting (CRG) shall be convened to conduct a final calibration exercise.

42. The function of the CRG shall be as an advisory body to the Secretary-General and Directors on consistency and fairness of performance assessments and performance rating proposals across the Organisation.

43. The CRG shall be chaired by a Deputy Secretary-General and shall include the Chief of Staff, the

Executive Director and three additional Directors at grade A7 or EL3, as determined by the chair.

Final Performance Rating

44. Following the final calibration exercise and considering the advice of the CRG, the Directors shall decide, subject to paragraphs 10 c) and 11 d), on the attribution of one of the following ratings:

    '3 – Performance Exceeded': The SMART objectives and core competencies set in the Annual Performance Agreement, adjusted where necessary, are fully achieved and several have been exceeded. The SMART objectives have been exceeded and behaviours demonstrated by the official throughout the performance year are at a level more advanced than would be expected of the official in their function and at their grade and level of responsibility as outlined in the OECD Core Competency Framework. The official's contribution has significantly exceeded expectations on several occasions.

    '2 – Performance Achieved': The SMART objectives and core competencies set in the Annual Performance Agreement, adjusted where necessary, have been fully achieved. The SMART objectives have been fully met and behaviours demonstrated by the official throughout the performance year are at a level that would be expected of the official in their function and at their grade and level of responsibility as outlined in the OECD Core Competency Framework.

    '1 – Performance Not Achieved': The SMART objectives and core competencies set in the Annual Performance Agreement, adjusted where necessary, have not been achieved. The SMART objectives have not been fully or partially met and/or behaviours demonstrated by the official throughout the performance year were not at the level that would be expected of the official in their function and at their grade and level of responsibility as outlined in the OECD Core Competency Framework, or were in contradiction to the behaviours outlined in the Core Competency Framework. A Performance Improvement Plan shall be implemented for officials whose Annual Performance Agreement receives this final rating.

    '0 – Unable to Assess Performance': The circumstances of the official throughout the period of assessment were such that it was impossible to fully assess the Annual Performance Agreement, adjusted where necessary. This rating may also apply to managers in the event they have not done the performance assessments for which they are responsible.

45. Except in exceptional circumstances, the performance of assessing managers or Directors cannot be rated '2 – Performance Achieved' or '3 – Performance Exceeded' if they have not done the performance assessments for which they are responsible.

46. Officials shall be notified of their final performance rating, as decided by the Secretary-General or the relevant Director. The final performance rating shall be recorded on the relevant performance form, which shall be stored in the personal file of the official.

47. The performance assessment for a given year is completed once the official is notified of their final performance rating.

XI. Advancement and exceptional paid leave

48. Unless they are at the top step in their grade, the advancement of officials having received a final performance rating of '3 – Performance Exceeded' or '2 – Performance Achieved' shall take the form of the granting of one step in the salary scale applicable to them.

49. If an official's annual performance is rated as '3 – Performance Exceeded', the official shall be granted, in addition to the step referred to in paragraph 48, three days of exceptional paid leave as set out in Regulation 20 j) of the Staff Regulations. This exceptional paid leave can be either taken in the current leave cycle or paid at the choice of the official.

50. If an official's annual performance is rated as '1 – Performance Not Achieved' no step or days of exceptional paid leave shall be granted to the official and, if it is not already the case, a Performance Improvement Plan shall be implemented pursuant to §XIII. below.

51. If an official's annual performance is rated as '0 – Unable to Assess Performance' no step or days of exceptional leave shall be granted to the official.

XII. Date of effect of advancement

52. A step increase, pursuant to paragraph 48, shall take effect on 1 May of the assessment year.

53. However, except in exceptional circumstances, if the direct report has not completed all the relevant steps assigned to them in the performance forms for the relevant performance year, their step advancement shall only start in the month following the completion of all such tasks.

XIII. Performance Improvement Plan

Initiation of the Performance Improvement Plan

54. Subject to paragraphs 67 and 69, a Performance Improvement Plan (PIP) shall be initiated:

    a. after the notification of a 'performance warning', in accordance with paragraph 22, if within a period of at least three months following such notification, the official's performance and/or behaviour has not improved despite the specific guidance provided for improvement. In this case, a PIP will begin not earlier than three months following the notification of the performance warning; or

    b. when an official is notified of a performance rating of '1 – Performance Not Achieved', provided that the assessing manager had previously issued a performance warning in accordance with paragraph 22, and the official's performance and/or behaviour has not improved despite the specific guidance provided for improvement. In this case, a PIP will begin within 30 calendar days of the notification of the final performance rating.

55. A PIP shall be initiated for a duration of six months, after consultation between the assessing manager and:

56. The relevant Director (if different) and the Head of HRM for officials up to and including grade A6, in the job families GA, PAL, CF and EL-1, EL-2 grades; and

57. Where applicable, the Deputy Secretary-General responsible for the relevant output areas of officials of grade A7 and EL3.

58. The official shall be informed that failure to improve performance by the end of the PIP may result in the termination of their appointment for unsatisfactory performance, pursuant to Regulation 11 b) iii) or, where applicable, Regulation 11bis b) iii).

59. The relevant performance form, setting out the SMART objectives to be achieved and the core competencies to be improved during the PIP period, shall be signed:

    a. For officials up to and including grade A6, in the job families GA, PAL, CF and EL-1 EL-2 grades, by the relevant Director, the assessing manager (if different) and a representative of the Human Resource Management Service; and

    b. For officials of grade A7 and EL3, by the Secretary-General and the Head of Human Resource Management Service.

Implementation of the Performance Improvement Plan

60. During the PIP, a meeting shall take place between the official and the assessing manager at least once a month, save exceptional circumstances. During these meetings the assessing manager shall take stock of the official's progress and make written comments which shall be entered into the relevant performance form. The official may add comments within eight working days.

Outcome of the Performance Improvement Plan

61. At the end of the PIP, the assessing manager shall assess the success of the PIP. The assessment shall be entered into the relevant performance form which shall be communicated to the official. The official may add comments to the relevant performance form within ten working days.

62. The assessment referred to in paragraph 61 may conclude that:

    a. The SMART objectives and core competencies defined in the PIP have been met. In such cases:

i. The assessing manager shall determine, in consultation with the official, the SMART objectives and core competencies to be achieved for the remainder of the performance year.

ii. An Annual Performance Agreement shall be set for the following performance year in accordance with §VI and the usual performance assessment procedures under this Annex shall resume.

b. The SMART objectives and core competencies defined in the PIP have not been met:

i. In such case, the Secretary-General may terminate the official's appointment for unsatisfactory performance, pursuant to Regulation 11 b) iii) or, where applicable, Regulation 11bis b) iii); or

ii. In exceptional cases, the Head of Human Resource Management may decide to extend the PIP once for an additional period of three months where the objectives set in the PIP have been partly achieved, when the assessing manager, in agreement with the relevant director (if different), considers that an extension of the PIP could allow the official to perform at the level required.

63. A PIP may be limited to the period remaining to run before the end date of an official's fixed-term appointment. It shall not give any entitlement to the renewal of such appointment. The implementation of a PIP shall not preclude the Secretary-General from terminating the appointment on grounds provided for under Staff Regulation 11 or, where applicable, Staff Regulation 11bis.

XIV. Documentation

64. The Annual Performance Agreement, 180-Degree Feedback, mid-year review, end-year review and Performance Improvement Plan (if applicable), shall be filed in the official's personnel file.

XV. Disputes

65. An official wishing to contest a decision relating to their performance assessment or their advancement may do so following the notification of their final performance rating or, if applicable, the final outcome of a PIP. They shall submit their claim to the Re-evaluation Commission in accordance with Staff Regulation 22 b) and the related Instructions.

66. Referral to the Re-evaluation Commission is a mandatory step prior to filing an application with the Administrative Tribunal referred to in Staff Regulation 22 c).

67. Officials who wish to contest a decision relating to their performance assessment are highly encouraged to engage with EXD/HRM with a view to considering mediation before submitting a claim to the Re-evaluation Commission.

68. If an official expresses in writing to the Head of Human Resource Management or their assessing manager their willingness to have recourse to mediation regarding their performance assessment within 8 working days following the notification of their final performance rating, the timeframe provided for in Staff Instruction 122/2.3 shall be suspended until mediation ends[81]. This suspension of the time-limit to contest a decision before the Re-evaluation Commission does not apply if the decision under mediation relates to the outcome of the PIP.

69. If a mediation starts before the initiation of a PIP pursuant to paragraph 54, such initiation shall be postponed until mediation ends. Such postponement applies irrespective of when mediation is requested by the official provided that the PIP has not yet been initiated.

Last update: July 2025

[81] In derogation to Article 12 c) of Annex XVI – Decision of the Secretary-General on mediation

ANNEX XXVII - DECISION OF THE SECRETARY-GENERAL ON THE ROLE AND FUNCTIONS OF THE HEAD OF ETHICS[82]

Article 1 - General

1.1 This Decision sets out the role and the functions of the Head of Ethics within the Organisation.

1.2 The Organisation is committed to upholding the highest ethical standards. These are set out in Title II of the Staff Regulations, Rules and Instructions applicable to officials[83], complemented by decisions made by the Secretary-General or under his or her authority. The Code of Conduct for OECD officials contributes to disseminating those standards and to enhancing their understanding and compliance.

1.3 The role of the Head of Ethics is to foster an environment within the Organisation that is conducive to integrity, openness and effectiveness at all levels. In this connection, the Head of Ethics is to advise the Secretary- General and all staff on the ethical standards of the Organisation, and to help staff better understand, apply, and take ownership of, these ethical standards in the performance of their functions.

Article 2 - Appointment and reporting

2.1 The Head of Ethics shall be appointed by the Secretary-General, for a period of five years. This appointment may be renewed once, for a period of three years.

2.2 The Head of Ethics shall report directly to the Secretary-General.

Article 3 - Functions

The Head of Ethics shall carry out the following functions:

a) provide advice and guidance to staff on any questions regarding ethical standards. The advisory role of the Head of Ethics does not, however, replace the need to obtain appropriate approvals, as applicable and when required under the Staff Regulations, Rules and Instructions applicable to officials;

b) provide information on the Organisation's ethical standards and promote awareness of these standards across the Organisation, including through communication and training;

c) advise the Head of Human Resource Management and the Secretary-General on the approvals given to staff with respect to:

   i. external activities, giving particular emphasis to the need to avoid conflicts of interest or perception thereof;

   ii. any gratuity or benefit received in connection with official duties; an

   iii. honorary distinctions.

d) perform the role and functions provided for in the Decision of the Secretary-General concerning the Investigation Procedure within the Organisation[84];

e) perform the role and functions provided for in the Decision of the Secretary-General on the Policy on Protection Against Retaliation for Reporting Misconduct (Whistleblower Protection Policy)[85];

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82 The title of the person holding the function may vary over time.

83 Temporary staff members, staff on loan to the Organisation, and interns are to abide by the same standards of conduct as officials. Therefore, for the purpose of this Decision, the reference to "staff " shall be understood to include officials and also temporary staff members, staff on loan to the Organisation and interns.

84 See Annex XXV – Decision of the Secretary-General Concerning the Investigation Procedure within the Organisation.

85 See Annex XXVIII – Decision of the Secretary-General on the Policy on Protection Against Retaliation for Reporting Misconduct (Whistleblower Protection Policy).

f) monitor the effectiveness of the ethics framework and propose to the Head of Human Resource Management and to the Secretary-General amendments to this framework, where and as necessary, so as to ensure that this framework remains sound, fit for purpose – in light of the nature and activities of the Organisation – and in line with best practices; and

g) issue an annual report to the Secretary-General, who will make it available to all staff and present it to the Council.

Article 4 - Independence and impartiality

In the performance of his or her functions, the Head of Ethics shall be independent from all stakeholders and provide impartial advice.

Article 5 - Confidentiality

5.1 The Head of Ethics shall treat all requests and all information confined to him or her as strictly confidential.

5.2 There might be cases, however, where the Head of Ethics may have to disclose information provided to him or her. These cases shall be limited to the following situations:

a) the persons raising the concern have given their consent to disclose information;

b) there is a risk of imminent danger or harm towards individuals or the Organisation's image and reputation; or

c) such information is requested in the context of an internal investigation[86], an internal audit, proceedings before the OECD Administrative Tribunal or a request from a judicial authority of a Member country – in the case where the Secretary-General agreed to comply with such a request.

In the above situations, the Head of Ethics shall make every effort to protect the identity of the person raising the concern.

Article 6 - Protection for acting on the basis of an advice given by the Head of Ethics

6.1 The fact, for a staff, to act on an advice provided by the Head of Ethics on a prospective action and/or activity provides the protection specified in paragraph 6.2.

6.2 A staff will not suffer adverse actions or consequences from the Organisation if he or she acts on the basis of advice given by the Head of Ethics, provided that:

a) the advice of the Head of Ethics was provided following complete and accurate disclosure by the staff of information related to the relevant material facts; and

b) the advice from the Head of Ethics was given for prospective action and/or activity of a staff.

6.3 The Head of Ethics shall periodically apprise the Head of Human Resource Management and the Director for Legal Affairs of the positions taken as to the application or interpretation of the rules touching upon a question of general interest, without disclosing the identities of the individuals involved.

Article 7 - Reporting misconduct and conflict resolution

7.1 Staff can report any type of misconduct through the mechanisms and channels, including the Head of Ethics, established by the Staff Regulations, Rules and Instructions applicable to Officials[87]. The Head of Ethics also has the role and functions attributed to them with regard to the Decision of the Secretary-General on the Policy on Protection Against Retaliation for Reporting Misconduct (Whistleblower Protection Policy[88]). In the scope of his or her advisory function, the Head of Ethics may nonetheless:

a) direct staff wishing to report misconduct to other channels provided for in the Staff Regulations, Rules and Instructions applicable to officials; or

b) draw the attention of the Head of Human Resources Management, the Executive Director or the

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86 Investigation opened in accordance with the Annex XXV to the Staff Regulations Applicable to Officials of the Organisation.

87 See Annex XXX – Decision of the Secretary-General on OECD Code of Conduct (Code of Conduct) paragraphs 36 and 38 and related provisions of the Staff Regulations, Rules and Instructions Applicable to Officials of the Organisation.

88 See Annex XXVIII – Decision of the Secretary-General on the Policy on Protection Against Retaliation for Reporting Misconduct (Whistleblower Protection Policy).

Secretary-General to a reported breach, provided that the staff has given his or her consent to that effect or that there is a risk of imminent danger or harm towards individuals or the Organisation's image and reputation.

7.2 Similarly, the existing mechanisms relating to the resolution of disputes with the Organisation (Staff Regulation 22 Applicable to Officials of the Organisation) and the mediation of interpersonal conflicts (Annex XVI to the Staff Regulations Applicable to Officials of the Organisation), are not affected in any way by the role and functions of the Head of Ethics.

Article 8 - Coordination

To ensure consistency of his or her advice, the Head of Ethics shall seek the views of the Head of Human Resource Management and the Director for Legal Affairs, as appropriate, in novel situations or when the interpretation or application of the OECD's regulations and rules, including this Decision, requires clarification.

Article 9 - Recusal and conflict of interest

In the performance of his or her role and functions the Head of Ethics shall avoid any conflict of interest or appearance thereof. If such a situation arises in relation to a particular case, the Head of Ethics shall recuse himself or herself by referring the matter to the Secretary-General who shall appoint an ad hoc replacement on the case concerned. If the Head of Ethics has doubts about a potential conflict of interest or appearance thereof, he or she refer shall refer the matter to the Secretary-General, who may appoint an ad hoc replacement.

Article 10 - Cooperation with the Head of Ethics

Staff are urged to cooperate with the Head of Ethics in the performance of his or her functions.

Article 11 - Employment restrictions

11.1 The Head of Ethics may not apply or be selected for any other functions in the Organisation, during his or her appointment.

11.2 After the cessation of his or her functions, the Head of Ethics shall not be employed in any capacity by the Organisation nor enter into any contractual relationship with the Organisation for a period of twenty-four months from the date of cessation of his or her functions.

11.3 The above conditions shall be specified in the Head of Ethics's appointment letter.

Last update: March 2025

ANNEX XXVIII - DECISION OF THE SECRETARY-GENERAL ON THE POLICY ON PROTECTION AGAINST RETALIATION FOR REPORTING MISCONDUCT (WHISTLEBLOWER PROTECTION POLICY)

It is incumbent on all staff members[89] to abide by the standards of conduct set out in the Staff Regulations, Rules and Instructions applicable to them, and decisions made by the Secretary-General or under his or her authority.

The Organisation is committed to preventing and deterring misconduct, as misconduct undermines the Organisation's ability to carry out its mission effectively and may harm its image and reputation.

This Policy describes the mechanisms for reporting misconduct and the related measures to protect against retaliation targeting staff who have reported misconduct or have cooperated with an investigation or audit, as further detailed below.

Reporting misconduct

1. Misconduct shall have the meaning assigned to it in Section 3.5 of Annex XXX to the Staff Regulations (Decision of the Secretary-General on OECD Code of Conduct). Misconduct should be reported in accordance with the principles set out in the Staff Regulations, Rules and Instructions Applicable to Officials of the Organisation, including this Annex, as recalled below:

   (a) in the event staff become aware of fraud, corruption or misuse of the Organisation's resources, staff must bring it to the attention of the Secretary-General either directly or through the relevant Deputy Secretary-General, Director or Head of Service, the Director of Internal Audit, the Executive Director, the Head of HRM or the Head of Ethics.

   (b) in the event staff become aware of any other type of misconduct, staff are expected to bring it to the attention of the Secretary-General either directly or through the relevant Deputy Secretary-General, Director or Head of Service, the Director of Internal Audit, the Executive Director, the Head of HRM or the Head of Ethics.

2. If staff consider that the reports mentioned in paragraphs 1 (a) and (b) above have not been properly addressed, staff must bring it to the attention of the External Auditor and may bring it to the attention of the Council through the Permanent Representative holding the position of Dean.

3. Misconduct may give rise to disciplinary action, in accordance with Staff Regulation 21 applicable to officials of the Organisation.

Protection against retaliation

Protected activities

4. Staff shall not be subject to any form of retaliation as a result of engaging in one of the following protected activities:

   (a) reporting any type of misconduct;

   (b) cooperating with an internal investigation procedure (for example, as witnesses);

[89] Temporary staff members, staff on loan to the Organisation, and interns are to abide by the same standards of conduct as officials. Therefore, for the purpose of this Decision, the reference to "staff" shall be understood to include officials and also temporary staff members, staff on loan to the Organisation and interns.

(c) cooperating with an audit carried out by the Organisation's Internal or External Audit;

(d) cooperating in a procedure before the Administrative Tribunal as set out in Staff Regulation 22 applicable to Officials of the Organisation (for example, as witnesses); or

(e) cooperating with the judicial authorities of a Member country, following the authorisation of the Secretary-General.

Definition of retaliation

5. Any direct or indirect adverse action taken against, or prejudice suffered by, a staff as a result of him or her engaging in a protected activity is to be considered retaliation.

6. Retaliation may take the form of intimidation, threat, reprisal, harassment, discrimination, or other action that adversely affects the employment conditions of a staff, e.g. decisions pertaining to advancement, promotion, or the appointment.

7. For the purposes of this Policy, the term "retaliation" shall be understood to include threats of retaliation, when this latter term is not explicitly used for ease of reading.

Misconduct

8. Any retaliation against staff will be deemed serious misconduct, and will lead to disciplinary action.

9. Staff are under a duty to not bring frivolous or malicious charges. Doing so will be deemed serious misconduct which will lead to disciplinary action.

Reporting retaliation: general provisions

10. Staff who have reasonable grounds to believe they are the object of retaliation should report the matter to the Head of Ethics no longer than six months after the most recent act of retaliation has occurred. They should submit all relevant information and documentation in support of their allegations.

11. When receiving allegations of retaliation from a staff (hereafter, the "reporting person"), the Head of Ethics will assess as a first step if anti-retaliation measures should be put in place prior to investigating complaints of retaliation. Following consultation with the reporting person, such measures may include engaging with the supervisor(s) of the reporting person to ensure monitoring of the reporting person's workplace conditions.

12. Staff who consider that individual decisions are retaliatory may submit to the Secretary-General prior written requests for withdrawal or modification of those decisions, in accordance with Staff Regulation 22 applicable to officials of the Organisation and Article 3 of the OECD Administrative Tribunal's Statute (Annex III to the Staff Regulations Applicable to Officials of the Organisation). Time limits for submitting those prior written requests are not suspended or waived as a result of reporting retaliation to the Head of Ethics[90]. However, when the Head of Ethics determines that retaliation did occur, he or she may recommend that such time limits be suspended or waived by the Secretary-General, as part of the recommendation (see paragraph 30 below).

Investigating complaints of retaliation

13. The Head of Ethics shall make a preliminary review of the allegations and supporting information and documentation, with a view to determining whether there is a *prima facie* case of retaliation.

14. There is a *prima facie* case of retaliation when the Head of Ethics has determined that:

(a) the reporting person engaged in a protected activity, as set out in paragraph 4 above, and

(b) there is *prima facie* evidence that the protected activity may have caused the alleged retaliation.

15. At the stage of the preliminary review, the Head of Ethics shall not reveal the identity of the reporting person to any third party and shall maintain the confidentiality of all communications received in relation to the

[90] These time limits are set out in Article 3 of Annex III to the Staff Regulations applicable to officials of the Organisation (prior written requests to the Secretary-General).

complaint.

16. There might be cases, however, where the Head of Ethics may have to disclose information provided to him or her. These cases shall be limited to the following situations:

    (a) the reporting persons have given consent to disclose information;

    (b) there is a risk of imminent danger or harm towards individuals or the Organisation's image and reputation; or

    (c) such information is requested in the context of an investigative procedure (as such term is defined in Annex XXV), an internal audit, proceedings before the OECD Administrative Tribunal or a request from a judicial authority of a Member country – in the case where the Secretary-General agreed to comply with such a request.

In the above situations, the Head of Ethics shall make every effort to protect the identity of the reporting person.

17. The Head of Ethics shall seek to complete the preliminary review within 30 days of receiving all information requested from the reporting person or third parties.

18. The Head of Ethics shall inform the reporting person of the determination made following the preliminary review.

19. When the Head of Ethics determines there is a *prima facie* case of retaliation, he or she shall notify the Head of Human Resource Management who shall open an investigation in accordance with Annex XXV to the Staff Regulations [*Investigation procedure within the Organisation*]. The Head of Human Resource Management will open such investigation within 30 days following the notification from the Head of Ethics.

20. The determination by the Head of Ethics that there is a *prima facie* case of retaliation does not prejudge the conclusion of whether retaliation did occur or not. Such conclusion may only be drawn after an investigation carried out in accordance with Annex XXV to the Staff Regulations has taken place.

21. When there is no *prima facie* case of retaliation, the Head of Ethics shall decide to close the matter and notify the reporting person.

22. When deciding to close the matter, the Head of Ethics may consider, however, that the concerns by the reporting person raise interpersonal, performance or managerial issues. In this case, and following consultation with the reporting person, the Head of Ethics may refer the matter to the Head of Human Resource Management with some recommendations.

Interim protection measures

23. Following the opening of an investigation into a *prima facie* case of retaliation in accordance with Annex XXV to the Staff Regulations, and for purposes of protecting the reporting person or any other staff, interim measures may be decided by the Head of Human Resource Management, on the recommendation of the Head of Ethics. Those measures can be decided with respect either to the reporting person or to other staff.

24. Interim measures include, *inter alia*:

    (a) suspension of the implementation of the allegedly retaliatory decision or action;

    (b) adjustment of the working conditions, such as the setup of teleworking or flexible working hours arrangements, change of office or workstation or reassignment to another unit; or

    (c) release from service with pay.

The measures of adjustment of the working conditions or release from service with pay are precautionary and should in no way be interpreted as disciplinary sanctions or as prejudging any decision with respect to the staff subjected to such measures.

Determination upon completion of the investigation

25. For the purposes of this Policy and notwithstanding the provisions of Annex XXV to the Staff Regulations, the investigator shall submit the report to the Head of Ethics. Such report shall be submitted within three

months of the date of his or her appointment, unless there are particular circumstances requiring an additional period of time and the Head of Ethics, after consultation with the Head of Human Resource Management, has approved an extension of the period upon prior request of the investigator. The Head of Ethics shall provide a copy of the investigation report to the Head of Human Resource Management, for information.

26. Upon receipt of the investigation report, the Head of Ethics shall determine whether retaliation did occur.

27. The Head of Ethics shall determine whether the elements of the investigation report demonstrate that the alleged retaliatory action(s), taken or envisaged, would have been taken absent the staff's engaging in a protected activity. If, in the opinion of the Head of Ethics, demonstration of such elements is not sufficiently made, the Head of Ethics determines that retaliation did occur.

28. The Head of Ethics shall inform the reporting person of the determination made on the occurrence of retaliation.

29. When the determination is made that retaliation did not occur, the Head of Ethics shall decide to close the matter. In making this decision, the Head of Ethics may consider, however, that the concerns brought by the reporting person raise interpersonal, performance or managerial issues. In this case, the Head of Ethics may refer the matter to the Head of Human Resource Management, with some recommendations.

30. When the determination is made that retaliation did occur, the Head of Ethics shall refer the matter to the Head of Human Resource Management, with recommendations aiming at offering relief to the reporting person and preventing any further retaliation.

31. The Head of Human Resource Management, in consultation with the Executive Director, shall decide on any follow-up actions deemed appropriate, including the opening of a disciplinary action with regard to staff having engaged in retaliation, in accordance with Staff Regulation 21 of the Staff Regulations Applicable to Officials of the Organisation.

32. Any decisions made under this Policy can be contested in accordance with Staff Regulation 22 and Annex III to the Staff Regulations Applicable to Officials of the Organisation.

Last update: March 2025

ANNEX XXIX – DECISION OF THE SECRETARY-GENERAL ON THE EXTERNAL ACTIVITIES APPROVAL PROCEDURE

Article 1 - General

1. This Decision sets out the procedure for the approval of External Activities (as such term is defined in paragraph 4 below) within the Organisation (herein, the "**Procedure**").[91]

2. The Organisation recognises that officials[92] have a unique set of skills, knowledge and experience, developed over the course of their careers. As such, officials may wish to undertake External Activities for professional or personal development, or other reasons, subject to the terms and conditions of this Procedure.

3. Officials shall not engage in External Activities without the formal approval of the Organisation, except as provided herein.

Article 2 - Definition of External Activities

4. **"External Activities"** refer to activities conducted by officials outside the Organisation (i) for professional or personal development; and/or (ii) that officials may wish to undertake, in addition to, or outside of, their official duties for the Organisation.

5. An External Activity is distinguishable from the duties performed by officials for the Organisation in accordance with their job description, under the direction and supervision of their line management, and in accordance with the Organisation's Programme of Work and Budget.

6. Organisational approval, as set out in this Decision, is not ordinarily required where officials are engaging in activities undertaken at the direction of their line management, as part of their official duties for the Organisation, in accordance with the Organisation's Programme of Work and Budget.

7. Organisational approval, as set out in this Procedure, is also not ordinarily required where officials wish to engage, outside of working hours, in unremunerated, voluntary, community-based activities undertaken for a cultural, religious, charitable, social or other similar entity, provided such activities:

   i) are compatible with their obligations as officials of the Organisation, as set out in the Staff Regulations, Rules and Instructions applicable to Officials of the Organisation (herein "the **Staff Regulations**"), and any other relevant policy;

   ii) do not interfere with their duties for the Organisation; and,

   iii) do not pose a reputational risk to the Organisation or otherwise negatively impact the Organisation's public standing or its relationship with the Member countries or other relevant stakeholders.

Examples of activities that also do not fall under the definition of an External Activity include, but are not limited to, "grass-roots" activities such as sports, personal hobbies, non-remunerated activities that are primarily artistic and/or creative in nature, such as painting, dancing, craft making or choir singing.

Article 3 - Approval Process

8. Officials shall request Organisational approval to engage in an External Activity by completing and submitting the External Activity Form (herein the "**Form**") to the Organisation for review, assessment and,

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91 Further guidance on the operation of the approval process is set out in the Guidance Note on the External Activities Approval Process (herein, the "**Guidance Note**")

92 Temporary staff members, staff on loan to the Organisation, and interns are to abide by the same standards of conduct as officials. Therefore, while referring to "officials", this Decision shall equally apply to all temporary staff members, staff on loan to the Organisation and interns

if appropriate, approval.

Role of Line Manager

9. The Form requesting approval to engage in an External Activity should be sent, in the first instance, to the line manager[93] for review and assessment. Following such an assessment, the line manager should be satisfied that the proposed activity, should it be approved by the Organisation, would be compatible, and would not interfere, with the OECD duties of the official concerned. When assessing the proposed External Activity, the line manager must take into account the Assessment Criteria set out at paragraphs 17-18 below. If the line manager is satisfied that the request meets the criteria for approval as set out in this Decision, the line manager should endorse the request in the Form, which should then be submitted for further Organisational approval.

Role of the Relevant Approver

10. For the purposes of this Procedure, the "**Relevant Approver**" is as follows:

    i) For all officials, except executive and senior executive officials[94], the relevant Director or, where the relevant functional unit of the Organisation is not headed by a Director, the relevant Head of Programme or Service.

    ii) For executive officials and senior executive officials[95], the Secretary-General[96].

11. The Secretary-General may delegate in writing to another senior official the authority to approve requests for an External Activity.

12. Except for requests from Directors (or other officials at grade A7 or EL3) and other direct reports of the Secretary-General (which are simply signed by the requesting official), where the Secretary-General is the Relevant Approver, the request must be endorsed in the Form by both the relevant line manager and the relevant Director or, where the relevant functional unit of the Organisation is not headed by a Director, by the relevant Head of Programme or Service. All requests to engage in an External Activity for which the Secretary-General is the Relevant Approver, including those involving the External Activity described in paragraph 18 g), must be submitted for approval via the Head of Human Resource Management ("**HRM**").

Role of the Head of Human Resource Management and the Head of Ethics

13. **Head of Human Resource Management** – The Head of HRM shall administer all requests where the Secretary-General is the Relevant Approver and, together with the Head of Ethics, advise the Secretary-General on such requests. The Head of HRM shall communicate the outcome of the Secretary-General's decision on such requests to the requesting official and, as relevant, their Director or the Head of Programme or Service.

14. Other than as specified in paragraphs 12 and 16, all requests to engage in External Activities that involve one or more of the elements listed in paragraph 18 below, must receive the written "no-objection" of the Head of HRM prior to being approved by the Relevant Approver. When considering such requests, the Head of HRM shall seek the advice of the Head of Ethics and/or the Director for Legal Affairs, as appropriate.

15. **Head of Ethics** – The Head of Ethics provides advice and guidance to officials on questions regarding

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93 For the purposes of this Procedure and the Guidance Note, the term "line manager" shall mean a person in the official's line management who shall be, at a minimum, the Head of Unit or, where relevant, a more senior line manager. Where the Request is submitted by an official at grade A5/A6, or at grade EL1/EL2 who reports to a Director, the endorsement should be provided by the relevant Director before submission to the Secretary-General who shall be the Relevant Approver in such cases. Where the official is at grade A7 or EL3, or the official is at grade A6 or EL2 and does not report to a Director, the endorsement should be provided by the relevant Deputy Secretary- General before submission to the Secretary-General for approval

94 Officials at grade A5 or EL1 and above

95 See footnote 4 above

96 For executive and senior executive officials assigned to the International Energy Agency ("IEA"), the Relevant Approver is the Executive Director of the IEA, who before deciding on the Request, must refer the Request to the Head of HRM, who in turn must seek the advice, as relevant, of the Head of Ethics (for matters in paragraph 18 a) to g) below, and/ or the Director for Legal Affairs, for matters in paragraph 18 h) below. The advice provided to the Executive Director of the IEA shall be shared by the Head of HRM with the Secretary-General, the Chief of Staff and Deputy Chief of Staff. The Executive Director of the IEA shall share the decision on the Request with the Secretary-General. The Secretary-General is the Relevant Approver for any external activity requested by the Executive Director of the IEA. Notwithstanding the foregoing, where the proposed external activity involves election or appointment to public office, such requests must be, consistent with Regulation 4 c) of the Staff Regulations, Rules and Instructions Applicable to Officials of the Organisation, approved by the Secretary- General

ethical standards, including External Activities, in accordance with Article 3 a) of Annex XXVII to the Staff Regulations[97]. As detailed in paragraphs 13-14 above, the Head of Ethics shall also advise the Head of HRM and the Secretary-General on External Activity requests in accordance with Article 3 c) i) of Annex XXVII to the Staff Regulations.

16. Where the Head of HRM requests approval to engage in an External Activity, the Head of Ethics and the Director for Legal Affairs shall provide advice to the Secretary-General on such request. Where the Head of Ethics requests approval to engage in an External Activity, the Head of HRM and the Director for Legal Affairs shall provide advice to the Secretary-General on such request.

Assessment Criteria

17. In determining whether an External Activity may be approved, the Relevant Approver, as well as all line managers when endorsing the request on the Form, must always bear in mind the interests of the Organisation and the international character of the official's duties for the Organisation. As part of their assessment, the Relevant Approver must seek and obtain all information that allows them to make a well-informed decision. When assessing the request, the Relevant Approver shall assess, inter alia, whether the proposed activity:

    a) is compatible with the duties of the official concerned and their obligations as an official of the Organisation;

    b) is compatible with the business needs of the Directorate, Programme or Service of the official concerned and does not negatively impact the delivery of the Programme of Work and Budget of the relevant Directorate, Programme or Service;

    c) does not pose a reputational risk to the Organisation or otherwise negatively impact the Organisation's public standing or its relationship with the Member countries or other relevant stakeholders.

18. Requests to engage in External Activities that involve one or more of the elements listed in a) – f) and h) below[98] require the Relevant Approver to follow the procedure described in paragraph 14 above. Requests to engage in an External Activity that involves holding of a public office must follow a procedure described in paragraph 12 above.

    a) **Alternative Employment** – where the External Activity involves alternative employment, i.e., employment with a third party outside the Organisation, or involves a business activity to be carried out in a personal capacity by the official in question.[99]

    b) **Significant Remuneration** – where the annual remuneration or other form of revenue generated from the External Activity is at a level that is significant or disproportionate when compared to the official's annual remuneration.[100][101]

    c) **Reputational Risk** – where the proposed External Activity could be considered controversial or involves an entity or an industry which has previously been, or is currently, involved in controversy.

    d) **Conflict of Interest** – where the proposed External Activity significantly overlaps with the duties that the official in question performs at the Organisation, whereby such overlap may give rise to an actual or potential conflict of interest or a perception thereof.

    e) **Executive Functions** – where the proposed External Activity involves that the official concerned

97 Decision of the Secretary-General on the role and functions of the Ethics Officer

98 Please read the Guidance Note for a detailed explanation of each element. Officials holding a part-time appointment with the Organisation may, where appropriate, be exceptionally authorised by the Head of HRM to engage in another regular and remunerated activity

99 Alternative employment may be authorised by the Relevant Approver for interns (and no other category of official) where, other than paragraphs 18 a) (alternative employment) and 18 b) (significant remuneration – see also footnote 11 below), the proposed External Activity is compliant with all other Assessment Criteria specified in paragraphs 17 and 18 above

100 Remuneration in excess of 25 per cent of the OECD salary may be authorised by the Relevant Approvers for interns (and no other category of officials) where the proposed remuneration is not excessive in the reasonable judgement of the Relevant Approver and where, other than paragraph 18 a) (alternative employment), the proposed External Activity is compliant with all other Assessment Criteria specified in paragraphs 17 and 18 above

101 Guidance on managing potential remuneration or other benefits when assessing a request for approval to engage in external activities is set out in the Guidance Note

undertakes duties which may entail legal or other forms of liability.

f) **Political Activity** – where the proposed External Activity involves political activities that go beyond ordinary membership and/or "grass-roots" activities in a political party established and existing under applicable law.

g) **Holding of Public Office** – where the proposed external activity involves election or appointment to public office[102], such requests must be, consistent with Staff Regulation 4 c), approved by the Secretary-General.

h) **Privileges and Immunities** – where a request to engage in an External Activity may impact either the privileges and immunities of the official proposing to engage in the External Activity, and/or those of the Organisation.

Article 5 - Disclosure Obligation

19. Where officials have engaged in an External Activity without prior approval, in accordance with this Decision, they shall, without delay, inform their line manager of the situation and seek approval in accordance with this Decision. The line manager must, without delay, inform the Relevant Approver, the Head of HRM and the Head of Ethics about the situation.

20. In the event of a material change in the nature of an approved External Activity, the officials concerned must promptly disclose such a change and, where so requested, seek a new approval for such modified External Activity.

21. Officials who do not seek approval to engage in External Activities in accordance with this Procedure, fail to disclose a material change to the nature of an External Activity in which they have been approved to engage, fail to file an annual declaration of the External Activities in which they are engaging, or otherwise breach the terms of the Organisation's approval of an External Activity, may be liable to disciplinary action in accordance with Staff Regulation 21.

Article 6 - Record Keeping

22. The Organisation shall maintain appropriate confidential records of External Activity approvals and External Activity declarations of officials, in accordance with Annex XII to the Staff Regulations[103]. Such records shall be maintained and managed by the Directorate, Programme or Service where the official who requested approval to engage in the External Activity exercises their official OECD duties.

Last update: March 2024

[102] For the purposes of the Procedure, "**Public Office**" means any public office of a political character and / or any political party position of responsibility, the holding of which may interfere or conflict with official's duties or their status at the Organisation

[103] Decision of the Secretary-General on the Protection of Individuals with Regard to the Processing of their Personal Data

ANNEX XXX – DECISION OF THE SECRETARY-GENERAL ON OECD CODE OF CONDUCT

Table of Contents

ANNEX XXX – DECISION OF THE SECRETARY-GENERAL ON OECD CODE OF CONDUCT 563

1 Introduction 564

2 Independence and International Character 565
2.1 Working for an International Organisation 565
2.1.1 Interacting with Member Countries and Permanent Delegations 565
2.1.2 Dealing with third party entities 565
2.1.3 External activities 566
2.1.4 Accepting awards, honours or other distinctions 566
2.1.5 Accepting gifts, hospitality, remuneration and other benefits from external sources 566

3 Integrity and Loyalty 568
3.1 Integrity and Loyalty to the Organisation 568
3.2 Acting with objectivity and impartiality 568
3.3 Use of the Organisation's resources 568
3.4 Conflicts of Interest 569
3.4.1 Upon joining the Organisation 569
3.4.2 Prior to leaving the Organisation 569
3.4.3 Post-employment 569
3.5 Misconduct 570
3.5.1 Fraud and corruption 570
3.5.2 Reporting Other Forms of Misconduct 570
3.5.3 Reporting Matters Unaddressed by the Organisation and Allegations Against Unclassified Staff 570
3.6 Non-retaliation and duty to cooperate 571

4 Tact and Discretion 572
4.1 Tact, discretion and confidentiality 572
4.1.1 Public statements and publications 572
4.1.2 Seeking or holding public office 573
4.1.3 Other Political or Politically Sensitive Activities 573

5 Basic Individual Rights and Rights of Association 574
5.1 Courtesy, respect, human dignity and non-discrimination 574
5.1.1 Inappropriate interpersonal interactions 574
5.1.2 Respectful communication 575
5.1.3 Managing interpersonal conflicts 575
5.1.4 Healthy and safe working environment 575
5.1.5 Sexual Exploitation and Sexual Abuse (SEA) 575
5.1.6 Conduct in private life and respect of privacy 576
5.1.7 Personal Data Protection 576

6 Protection in the Performance of Duties 577
6.1 Privileges and immunities and Requests for assistance 577
6.2 Complying with national laws 577

7 Obligations and consequences 578
7.1 Duty to comply 578
7.1.1 Consequences of non-compliance 578

8 Final Provisions 579

1 Introduction

1. This Code is an Annex to the Staff Regulations, Rules and Instructions applicable to officials of the Organisation (hereinafter, the "Staff Regulations") and is established under the authority of the Secretary-General. It builds on the principles established by the Council in Title II of the Staff Regulations (reproduced in boxes in the sections below) and incorporates and expands upon the Instructions that were previously a part of Title II. The standards of conduct it sets out are of a binding nature.

To whom does the Code apply

2. The Code applies to all officials. It also applies to all unclassified staff, temporary staff members, staff on loan to the Organisation, and interns, to the extent that they are, by virtue of the OECD legal framework applicable to them, bound by the same ethical rules. For the purpose of this Code and for simplicity, all these persons are referred to as "staff".

Leading by example

3. All staff are bound by the same rules and ethical values of the Organisation. Managers, supervisors and other leaders play a crucial role in the implementation of these standards by promoting them and leading by example. Managers bear a special responsibility to provide advice and guidance to their team members on the standards of conduct expected of them as staff and to foster a culture where staff are able to raise concerns and questions without fear of adverse treatment.

Our Values and Principles

4. Our Organisation's core values, as set out in Title II of the Staff Regulations, are **independence and respect for the international character of the Organisation, integrity and loyalty, tact and discretion**, and **respect for basic individual rights**. These values overlap and complement each other to inform and inspire the delivery of our Organisation's commitment to build better policies for better lives.

Where to get advice on the Code

5. The Head of Ethics provides advice and guidance on any questions relating to the ethical standards of staff in carrying out their duties to the Organisation. The Head of Ethics' advisory role does not replace the obligations that staff have when it comes to obtaining the required approvals, nor does it replace the role that managers have in leading by example and guiding staff in the context of performing their Organisation-related duties, including, without limitation, helping to manage interpersonal conflicts. The Head of Human Resource Management (HRM) also provides advice and guidance on any questions relating to interpersonal conflict and harassment prevention and resolution, as per Annex XX to the Staff Regulations.

2 Independence and International Character

REGULATION 2

a) The duties of officials of the Organisation are international in character. Officials are subject to the authority of the Secretary-General, to whom they are responsible for the discharge of their duties.

b) Officials shall carry out their duties and regulate their conduct always bearing in mind the interests of the Organisation and the international character of their duties.

c) Officials shall neither seek nor accept from any Member country of the Organisation or any source external to the Organisation any instructions. Unless authorised to do so, they shall neither seek nor accept, any:

i) gratuity or benefit in connection with their official duties or by reason of their status as an official of the Organisation;

ii) honorary distinction; or

iii) remuneration.

2.1 Working for an International Organisation

6. Independence and respect for the international character of the Organisation are values established in Staff Regulation 2. It means that staff's work should not be influenced by their past, current or prospective relationships, whether professional, personal or financial, including those involving their own country or government. Staff are not permitted to seek or accept instructions from any government, any of the subdivisions or agencies thereof, or any source external to the Organisation.

2.1.1 Interacting with Member Countries and Permanent Delegations

7. While conduct that furthers good working relations with Member countries and members of Permanent Delegations is in the interest of the Organisation and is performed by many staff as part of their duties, this must not result in any conflict with the independence of staff as international civil servants.

8. Staff have an obligation to refrain from making requests to officials of national authorities and, in particular, members of Permanent Delegations from their own government or country, to intercede on individual matters relating to employment at the Organisation. This is particularly important in the context of a selection process to fulfil functions within the Organisation, or of disputes staff may have with the Organisation or colleagues.

9. Should staff be approached by an official of national authorities, including a member of a Permanent Delegation, to act in a way that is inconsistent with their duties, they shall escalate the matter to their Manager who may seek advice from the Ethics Office.

2.1.2 Dealing with third party entities

10. The Organisation engages with a range of third parties such as non-Member countries, and non-governmental stakeholders. To maintain the Organisation's independence and impartiality in all areas of its mission and work and to protect its reputation, engagement with third parties must be conducted in compliance with this Code and consistent with other applicable rules, policies and guidelines, including, for example, the Secretary-General's Guidelines on Managing Relations with Non-Governmental Stakeholders.

2.1.3 External activities

11. Staff who wish to undertake external activities for professional or personal development, or staff who wish to undertake activities in addition to, or outside of, their official duties for the Organisation, must follow the applicable procedure and guidance to obtain advance approval where required, as set forth in the Decision of the Secretary-General on the External Activities Approval Procedure (Annex XXIX to the Staff Regulations) and the related Guidance Note on the External Activities Approval Process.

12. Organisational approval is not ordinarily required where staff wish to engage, outside of the Organisation's working hours, in unremunerated, voluntary, community-based activities undertaken for a cultural, religious, charitable, social, leisure, or other similar purpose, provided such activities do not interfere with the staff's duties for the Organisation, are compatible with the staff's obligations, and do not pose a reputational risk to the Organisation or otherwise negatively impact the Organisation's reputation, public standing or its relationship with the Member countries or other relevant stakeholders.

13. Staff holding a part-time appointment with the Organisation may, given their part-time status, be authorised by the Head of HRM to engage in another regular and remunerated activity.

14. Further guidance is provided in the Decision of the Secretary-General on the External Activities Approval Procedure set out in Annex XXIX to the Staff Regulations and the related Guidance Note on the External Activities Approval Process, and may be sought also from the Head of HRM and the Head of Ethics.

2.1.4 Accepting awards, honours or other distinctions

15. Awards, honours or other distinctions, offered to staff in connection with their official duties, shall not be accepted unless the Secretary-General has given prior authorisation. The Secretary-General shall consider the advice of the Head of HRM and the Head of Ethics when deciding whether to authorise acceptance by a staff of any such awards, honours or other distinctions. Notwithstanding the foregoing, staff may accept an award, honour or other distinction where it is being presented to them without prior notice and where the refusal of such unexpected award, honour or other distinction would cause embarrassment to the Organisation, in which case it may be accepted on behalf of the Organisation and turned over at the earliest opportunity to the Head of HRM.

16. Where awards, honours or other distinctions are offered to a staff in connection with work accomplished before their appointment or for work or other accomplishments unconnected with official duties, such awards may be accepted provided the Head of HRM was notified in due time and did not raise any objection within fifteen days of being notified.

2.1.5 Accepting gifts, hospitality, remuneration and other benefits from external sources

17. Normal and customary hospitality may be accepted in connection with official duties. Protocol gifts[104] with a value not exceeding €100 that are given as a courtesy gesture may be accepted.

18. If a protocol gift is €100 or above in value, it must be reported in writing to the Head of HRM without delay. This also applies to any protocol gifts with value at or above €100 received while on a mission, which must also be reported in the mission report. If there is uncertainty as to its value being €100 or above, the staff concerned should similarly report the protocol gift to the Head of HRM. If the protocol gift is determined by the Organisation as not being a normal protocol gift, it shall become the property of, and should be promptly surrendered to, the Organisation. The staff, at the discretion of the Organisation, may be allowed to buy the protocol gift from the Organisation for its full value as determined by the Organisation. The Head of HRM shall decide as to the disposition of the award or protocol gift or of the proceeds derived from it.

19. Gifts other than protocol gifts should be politely refused. The only exception to this is where the refusal of an unexpected gift from a third party would cause embarrassment to the Organisation, in which case it

[104] Protocol gifts are gifts that are offered to staff in connection with, or otherwise in the context of their Organisation-related duties. These may include tangible gifts, such as commemorative items, pens, handicraft, etc.

may be accepted on behalf of the Organisation and turned over at the earliest opportunity to the Head of HRM, who will then decide as to the disposition of the award or gift or proceeds derived from it.

20. As for remuneration and other benefits from external sources, staff are authorised to receive:

    a) retirement pay or pensions; and

    b) honoraria for public appearances or publications in connection with official duties, which shall then be either turned over to the Organisation to fund activities of the staff's directorate or donated to a recognised charity. Honoraria may include, for example, payments of token amounts offered to staff for speaking (or other) engagements.

21. Except for requests relating to the authorisations of external activities, which shall be processed in accordance with the Decision of the Secretary-General on the External Activities Approval Procedure set out in Annex XXIX to the Staff Regulations, any request for authorisation falling within the scope of Staff Regulation 2 c) beyond those set out in paragraphs 16 and 20 above shall be made in writing to the Head of HRM.[105]

[105] Remuneration from a Member Government may be authorised exceptionally pursuant to Staff Regulation 15 b).

3 Integrity and Loyalty

REGULATION 3

a) Officials shall:

i) carry out their duties in accordance with the highest standards of integrity and loyalty;

ii) conduct themselves with objectivity and impartiality and avoid any conflict of interest, or appearance of conflict of interest, in the performance of their duties;

iii) carefully manage the resources of the Organisation for which they are responsible;

iv) not use the Organisation's resources for their own personal benefit or for the benefit of third parties;

v) report any fraud, corruption or misuse of the Organisation's resources;

vi) not use their position within the Organisation, its name or logo or any information acquired in the course of their official duties to obtain undue benefits for themselves or third parties, or for any other inappropriate purpose.

b) Officials shall not be subject to any form of retaliation or prejudice as a result of disclosure in accordance with Regulation 3 a) v) and any related instructions.

3.1 Integrity and Loyalty to the Organisation

22. Staff must act at all times with integrity and have a duty of loyalty to the Organisation and perform their duties under the authority of the Secretary-General. Staff work to further the interests of the Organisation and should not be influenced in their work by any other interest.

3.2 Acting with objectivity and impartiality

23. Acting objectively and impartially means setting aside personal opinions, whether positive or negative, that staff may have of any country, government, organisation or person in a public context. Whatever the personal views of a staff might be, once the Organisation or the Secretariat has adopted a particular position on questions under discussion, staff should refrain from expressing views outside the Secretariat that would undermine such position.

3.3 Use of the Organisation's resources

24. Staff must carefully manage the resources of the Organisation for which they are responsible by always considering the need to optimise their use to improve the efficiency and effectiveness of the Organisation and to support the development and well-being of its staff.

Each staff shall treat their workplace with care, not waste resources, and reduce the Organisation's environmental footprint whenever practicable.

The Organisation's equipment, supplies and systems are provided for the performance of official duties. Nevertheless, staff may, if the need arises, make occasional personal use of these resources. Staff are expected to use common sense and judgement in doing so, and to comply with any rules or guidelines which the Organisation may issue. Further guidance on the use of the Organisation's electronic resources, including occasional permissible use of these resources for personal reasons, is provided in the OECD Information Technology Policy: Appropriate Use of IT Resources.

Staff shall not make inappropriate use of the Organisation's resources, name, logo or information

acquired in the course of their duties for personal benefit or for an unauthorised third party's benefit.

3.4 Conflicts of Interest

25. Staff have an obligation to avoid any conflict of interest or appearance thereof. A conflict of interest involves a conflict between the public duties and the private interests of a staff of the Organisation, in which the staff has private-capacity interests which could improperly influence the performance of his official duties and responsibilities.[106]

    For the purposes of this definition, private interests include any advantage for staff, their close family members (as defined in Instruction 107/1) or someone with whom they have a close relationship.

26. Staff are to disqualify themselves from advising or acting in the course of their duties with respect to a matter in which they or someone with whom they have a close relationship (including a close family member as defined in Instruction 107/1) has a special personal interest. This includes, for example, procurement of goods or services from an enterprise in which they have a financial interest (other than a small investment in shares or securities of a widely held company); or the recruitment, performance evaluation, or promotion of family members. In exceptional circumstances, the staff's supervisor (director, head of service, or above) may waive this requirement where it is in the interest of the Organisation and where, in the case of the purchase of goods and services, the order has been subject to competitive tendering.

27. This also includes situations where a close family member or a person with whom the staff has a close relationship has a senior role in a private company which operates in a sector in which the Directorate in which the staff works is in the process of preparing or recommending policies that are relevant to such sector.

28. There may be other situations that do or are likely to create a Conflict of Interest and this is why, should a staff encounter any such situations, they should consult their Manager without delay. The Manager may seek advice from the Ethics Office.

29. If a staff faces a situation that appears to create a Conflict of Interest, or that may be likely to appear to create such a conflict or that raises the possibility of bias, they must inform their Manager, who in turn may seek advice from the Ethics Office so that any real or apparent conflict can be properly managed in a timely way. Each staff has a duty to manage Conflicts of Interests, whether by preventing their occurrence or taking appropriate measures to address them, or by mitigating any damage if the conflict has already occurred, through prompt and transparent action.

3.4.1 Upon joining the Organisation

30. Upon joining the Organisation, staff should not engage in any task within the Organisation that creates, or may appear to create, a Conflict of Interest between the Organisation and their former employer. This restriction shall apply for up to one year from the date they have left such former employer, unless derogation has been agreed by the Head HRM acting upon advice from the Ethics Office.

3.4.2 Prior to leaving the Organisation

31. A staff considering leaving the Organisation, who is either seeking or negotiating with, or has accepted an offer from, a prospective employer must not engage in any task within the Organisation that creates, or may appear to create, a Conflict of Interest between the Organisation and the prospective employer. In case of doubt, or if they are assigned such a task, they must inform their Manager and/or seek the advice of the Ethics Office so that the situation can be managed appropriately.

3.4.3 Post-employment

32. If a staff leaves the Organisation and their new position involves engaging with the Organisation in ways

[106] The definition of conflict of interest is included in the 2003 Guidelines for managing conflicts of interest in the public service.

that could create an unfair advantage to their new employer vis-à-vis the Organisation itself or towards other parties that are also engaging with the Organisation, temporary limitations may be imposed on interactions with them in their new capacity. These limitations may continue for a period of up to one year from the date they left the Organisation, as may be determined by the Head of HRM acting upon advice from the Ethics Office.

3.5 Misconduct

33. Misconduct includes violations of the basic principles, rights and duties applicable to staff as set out in Title II to the Staff Regulations and in this Code of Conduct, which may be harmful to staff, or detrimental to the Organisation's reputation and achievement of its objectives.

3.5.1 Fraud and corruption

34. The Organisation does not tolerate fraud or corruption by its staff.

35. Staff must not engage in any form of corruption or fraudulent behaviour and must report any reasonable suspicions thereof.

36. In the event a staff becomes aware of fraud, corruption or misuse of the Organisation's resources, the staff must bring it to the attention of the Secretary-General either directly or through the relevant Deputy Secretary-General, Director or Head of Service, the Director of Internal Audit, the Executive Director, the Head of HRM or the Head of Ethics.

37. As provided in Staff Regulation 3b), staff shall not be subject to any form of retaliation or prejudice as a result of disclosure in accordance with Staff Regulation 3a) v) and any related provisions of this Code.

3.5.2 Reporting Other Forms of Misconduct

38. If a staff becomes aware of any act of misconduct or suspected act of misconduct, beyond those specified in Section 3.5.1 above of this Code, they are expected to report these. Reports of misconduct may be made to the Secretary-General either directly or through the relevant Deputy Secretary-General, Director or Head of Service, the Director of Internal Audit, the Executive Director, the Head of HRM or the Head of Ethics. Staff should not bring frivolous or malicious allegations of misconduct. Knowingly making a false report of misconduct or suspected misconduct is in itself misconduct.

39. Similarly, any allegation, complaint, or testimony given in the course of an investigative process that is knowingly false or made in reckless disregard of the truth will be considered a violation of the Organisation's standards of conduct and may lead to disciplinary action.

3.5.3 Reporting Matters Unaddressed by the Organisation and Allegations Against Unclassified Staff

40. If a staff considers that an allegation of fraud, corruption or misuse of the Organisation's resources, or of any other type of misconduct, that he/she brought to the attention of the Organisation in accordance with the provisions of this Section, has not been properly addressed, the staff must bring it to the attention of the External Auditor and may bring it to the attention of the Council through the Permanent Representative holding the position of Dean. Instances where allegations of misconduct are brought to the attention of the External Auditor and/or the Dean may include allegations of misconduct against unclassified staff.

41. Where the Dean receives such allegations, the Dean shall convene a meeting of the Chairs of Standing Committees and Special Bodies to determine the appropriate next steps. If the Dean and Chairs of Standing Committees and Special Bodies consider that further action is required, the Dean shall convene a meeting of the Heads of Delegation to discuss the matter. Any decision on launching an investigation shall be taken by the Council by written procedure launched by the Director of the Council and Executive Committee Secretariat on the request of the Dean.

42. In pursuing this process, the Dean, as well as the meeting of the Chairs of Standing Committees and

Special Bodies and the Heads of Delegation may request to be advised confidentially and appropriately on the matter by the Director for Legal Affairs and/or the Head of Ethics. Such staff shall treat the matter confidentially and any such advice or information provided on the matter shall be considered a protected activity under Annex XXVIII to the Staff Regulations, [Decision of the Secretary-General on the Policy on Protection against retaliation for reporting misconduct (Whistleblower Protection Policy)].

3.6 Non-retaliation and duty to cooperate

43. Staff must cooperate fully with, and not hinder in any way, any investigation conducted into alleged misconduct. Further, staff must not retaliate or threaten any retaliatory action against another person as a result of that person having reported a reasonable suspicion of misconduct.

44. Any retaliation or threat of retaliation or prejudice against individuals reporting any type of misconduct or participating in the investigation of such reports (for example, as witnesses), will be deemed misconduct, and may lead to disciplinary action.

45. More information about the protection of persons reporting misconduct is provided in the Whistleblower Protection Policy set forth in Annex XXVIII of the Staff Regulations.

4 Tact and Discretion

REGULATION 4

Officials shall:

a) carry out their official duties and conduct themselves with the tact and discretion that the international character of their duties and the interests of the Organisation require;

b) refrain from any act which may harm the reputation of the Organisation or its officials;

c) refrain from seeking or holding public office, unless authorised by the Secretary-General;

d) refrain from publicly doing, stating or publishing anything incompatible with their duties or obligations or liable to involve the responsibility of the Organisation;

e) make public statements concerning the Organisation or its activities only with permission from the Organisation;

f) protect the confidentiality of sensitive, unpublished information that has come to their attention in the course of their official duties;

g) continue to be bound by the obligation referred to in f) above after leaving the Organisation.

4.1 Tact, discretion and confidentiality

46. Staff must not disclose any confidential information they have acquired in connection with their work for the Organisation. Staff must ensure that any confidential documents or data in their possession are properly safeguarded, in accordance with applicable security policies and procedures. Further information on how to manage Organisational information appropriately is available in the OECD Information Technology Policy: Information Management Policy and the Information Classification and Handling Guideline. The duty of staff to protect confidential information extends to the protection of personal data in line with the Decision of the Secretary-General on the Protection of Individuals with Regard to the Processing of their Personal Data (Annex XII of the Staff Regulations).

47. Information obtained by staff in the course of their official duties may not be used to obtain undue benefits for themselves or any third party, or for other inappropriate or improper purposes.

48. Even after leaving the Organisation, former staff continue to be bound by the obligation to protect the confidentiality of information that has come to their attention in the course of their former duties, including any unpublished information.

4.1.1 Public statements and publications

49. Staff must refrain from making public statements, including publishing materials on any subject matter that are incompatible with their obligations as OECD staff.

50. In principle, public statements concerning the Organisation and its activities may, as per Staff Regulation 4e) only be made with the permission of the Organisation. However, consistent with the Organisation's policy of transparency and public accountability, staff may make public statements about activities of the Organisation in respect of which they have clearly allocated responsibility. In so doing, staff are expected to exercise good judgement and common sense and any such statements are subject to normal precautions such as non-partisanship and reserve concerning the positions taken by individual Member countries. Where appropriate, staff should seek guidance from the relevant Director or Head of Programme or Service beforehand.

51. Directors and Heads of Programme or Service are responsible for ensuring that public statements by staff are compatible with the Organisation's policies and interests. They may delegate this task to their

Deputies and heads of division.

In some circumstances, including when a public statement is not made in an official capacity, a staff will have to make clear that the public statement does not necessarily represent the views of the Organisation. Staff are expected to consult with the relevant Director of Head of Programme of Service beforehand if there is a risk that a statement made in their personal capacity may nevertheless be construed as representing the official views of the Organisation, in particular in light of their seniority.

52. Staff should also take into account any guidelines published within the Organisation on public statements, including for example, the "Guidelines on Institutional Social Media Accounts" and "Guidelines on Personal Social Media Accounts at the OECD."

4.1.2 Seeking or holding public office

53. A staff who is planning to hold, run or be nominated as a candidate for public office must obtain the prior authorisation of the Secretary-General. The request for approval should be submitted to the Head of HRM. Such approval may be granted for holding public office at a local level in support of a local community. If permission to seek public office is not granted and the staff still wishes to run for such public office, s/he must resign from the Organisation. If only authorisation to seek public office is granted, but not authorisation to accept such public office while being a staff at the Organisation, prior to assuming the public office duties, the staff must resign from the Organisation.

54. Staff who have been given permission to seek election or nomination to public office may be required by the Head of HRM to temporarily step down from their function within the Organisation by taking unpaid leave for the duration of the election (or nomination) process including any active campaign.

4.1.3 Other Political or Politically Sensitive Activities

55. Staff who engage in public activities of a political nature, other than seeking or holding office, are not required to obtain prior approval of the Secretary-General. They shall nevertheless comply with other provisions of the Staff Regulations, in particular, Staff Regulations 2a), 3a) ii) and vi), 4 a) and b), and shall exercise common sense and good judgement in all such activities. In particular, a staff shall refrain from playing an active or prominent role in a non- governmental organisation which may seek to influence public policy debates within the Organisation. Similarly, a staff shall refrain from playing a prominent role in partisan politics in a Member country which may impair the staff's working relationship with representatives of the country concerned.

56. Staff invited to participate in advisory commissions whose members are appointed by a government or one of its subdivisions or agencies shall not accept the invitation unless authorised to do so, as provided for in the Decision of the Secretary-General on the External Activities Approval Procedure (Annex XXIX of the Staff Regulations). Staff asked to participate in a parliamentary hearing or commission in their official capacity must also seek prior approval to do so, either from the Secretary-General (for executive or senior executive staff) or from the Head of HRM (for other staff).

5 Basic Individual Rights and Rights of Association

REGULATION 5

a) Officials shall not be subject to any discrimination on the grounds of racial or ethnic origin, nationality, opinions or beliefs, gender, sexual orientation, health or disabilities ([1])([2]).

b) Officials are entitled to be treated with courtesy, dignity and respect[3].

c) Officials are entitled to respect for their privacy.

d) Professionally, officials have the right to express dissenting opinions in an appropriate fashion within the Organisation.

e) Officials are entitled to exercise the right to organise, and are in particular free to form trade unions and staff bodies within the Organisation and to join and become officials of such bodies.

f) All officials shall respect these rights in the course of their official duties and in their behaviour with other officials.

5.1 Courtesy, respect, human dignity and non-discrimination

57. Everyone is entitled to be treated with courtesy and respect for their human dignity, irrespective of any perceived or actual characteristic. Staff work for an Organisation that brings together people from a diverse range of cultural backgrounds, which each staff must recognise and respect in interpersonal interactions. As provided in Staff Regulation 5a), no staff shall be subject to discrimination on the grounds of racial or ethnic origin, nationality, opinions or beliefs, gender, sexual orientation, health or disabilities.

5.1.1 Inappropriate interpersonal interactions

58. All OECD staff shall treat one another, whether supervisors, peers or subordinates, in a professional manner, with courtesy, dignity and respect, and without harassment, or physical, psychological or verbal abuse. Any form of harassment, abuse of authority or discrimination constitutes misconduct and may result in the imposition of disciplinary measures, up to and including termination of employment, in accordance with Staff Regulation 21. Staff shall comply with the requirements of the Conflict and Harassment Prevention and Resolution Policy set forth in Annex XX of the Staff Regulations.

59. The Organisation does not tolerate interpersonal interactions that breach these standards of behaviour. It is the duty of all staff, but particularly managers and senior leadership, to ensure that the work environment at the Organisation is free from such inappropriate behaviour.

60. Inappropriate interpersonal interactions include, but are not necessarily limited to, discrimination, bullying, personal harassment, sexual harassment and abuse of authority. Descriptions and examples of such inappropriate behaviour are set forth in Annex XX of the Staff Regulations.

[1] The Organisation may nevertheless grant expatriation benefits, take measures designed to ensure gender balance or the equitable distribution of posts among nationals of Members of the Organisation, or require that officials possess the degree of physical fitness needed for their post.
[2] For the purposes of the present Staff Regulations, Rules and Instructions, partnerships organising the conditions of a marital relationship registered with a national public authority shall be considered as marriage provided that all the conditions set out in Rule 16/0 (bis) are fulfilled.
[3] The Organisation's policy and guidelines on combating harassment, a particularly serious violation of the right to courtesy, dignity and respect, are set out in Annex XX of the Staff Regulations.

5.1.2 Respectful communication

61. The Organisation aims to foster a professional and supportive environment where staff can communicate openly and clearly with each other. All interactions between colleagues, whether in-person, in writing or online, must be conducted respectfully and with mutual courtesy. Managers bear a special responsibility to lead by example in fostering and promoting respectful communication. They also have a particularly important role in promoting a culture of open dialogue where staff can feel confident to express their views.

62. Constructive criticism can be important for professional development. Managers should provide clear guidance to those whom they manage about what is required of them in performing their official duties and give regular feedback on their performance. Managers should be regularly available to listen and respond to any work-related questions, comments, objections or complaints with an open mind. Feedback and evaluation of performance by Managers, even if difficult to receive, when delivered respectfully and professionally, albeit firmly, cannot in themselves be considered to amount to disrespectful communication.

63. A staff whose professional opinion is contrary to a policy or decision of their immediate superiors or of another part of the Organisation may express that dissent in a reasoned and discreet manner within the Secretariat, including to responsible senior staff. If, having expressed their disagreement in accordance with this provision, staff still have serious reservations, they may ask to be given written instructions. Staff are bound, even where they disagree with a particular policy, to implement lawful Organisational policies or decisions once adopted.

64. Staff are obliged to share information with their colleagues that is necessary for the performance of their duties. Staff who wish to make use of the work of their colleagues must seek advice from them to make sure that their work is used objectively, and that the contributions of others are properly acknowledged.

5.1.3 Managing interpersonal conflicts

65. The Organisation recognises that conflicts between people in the workplace can occur. Wherever possible, such conflict should be dealt with informally between the people involved including, where appropriate, with the involvement of the relevant line manager and/or informal channels of the resolution procedures provided for in Part II of Annex XX of the Staff Regulations. The objective of informal resolution is to settle problems as soon as possible in a fair, constructive and respectful manner, through open communication and co-operation, before they escalate. Managers have a particular responsibility to address issues that are raised with them proactively, and in a sensitive and impartial manner.

66. In view of the independence and international character of staff's duties, staff shall settle any individual disputes they may have with the Organisation exclusively through the internal channels provided. Where informal resolution of an interpersonal conflict is not possible, staff may use the formal channels provided for in Staff Regulation 22 (Disputes), or where relevant, in Part II of Annex XX of the Staff Regulations.

5.1.4 Healthy and safe working environment

67. The Organisation endeavours to ensure a healthy and safe working environment. Staff are expected to share responsibility for their own safety and security. Managers must actively consider the well-being of those whom they manage, ensuring they can work securely, safely and effectively.

5.1.5 Sexual Exploitation and Sexual Abuse (SEA)

68. The OECD has zero tolerance towards sexual exploitation and sexual abuse (SEA) committed by OECD staff vis-à-vis external parties, as described in the Decision of the Secretary-General on Prevention and Response to Sexual Exploitation and Sexual Abuse (SEA) ("Annex XX bis to the Staff Regulations").

69. All OECD staff, and especially managers at all levels, have a responsibility to create and maintain an environment which prevents SEA. They shall at all times fully comply with Annex XX bis to the Staff Regulations."

5.1.6 Conduct in private life and respect of privacy

70. In addition to maintaining the highest standards of integrity in their professional conduct, each staff must avoid private behaviour that might compromise the reputation of the Organisation or its relationship with Member countries and / or other stakeholders. The Organisation respects staff's right to privacy (see Staff Regulation 5 c)), nonetheless, there may be situations in which the conduct of staff in the private sphere impacts the Organisation.

71. All staff have personal as well as professional obligations and are entitled to respect for their privacy. This includes recognition that staff may be offline outside of normal working hours, including when at home or, where consistent with Annex XXIV of the Staff Regulations, remote working arrangements are in place.

72. Respect for privacy does not preclude the Organisation from acting with regard to staff whose conduct outside the Organisation or the scope of the staff's functions impairs their ability to perform those functions satisfactorily or which is incompatible with the status of an international civil servant. This includes actions which could damage the Organisation's reputation or be perceived as an abuse of the privileges and immunities of the Organisation or its staff.

73. The electronic accounts made available to staff are intended for the performance of official duties and not for storage of confidential personal information. The Organisation may access the content of such accounts with the consent of the account holder or with the authorisation of or in accordance with guidelines established by the Organisation.

5.1.7 Personal Data Protection

74. Staff having access to personal data relating to an identified or identifiable individual may utilise it only for duly authorised official purposes and must handle it with care and in accordance with the Decision of the Secretary-General on the Protection of Individuals with Regard to the Processing of their Personal Data (Annex XII of the Staff Regulations).

6 Protection in the Performance of Duties

REGULATION 5bis

a) Officials shall be entitled to the Organisation's protection in the performance of their duties. They shall continue to enjoy such protection after they have left the Organisation.

b) Officials enjoy certain privileges, immunities and facilities which are granted in the interests of the Organisation and not for the personal benefit of the individuals concerned. In particular, they shall not excuse officials from the performance of their private obligations or from the strict observance of law.

Last update: October 2002

6.1 Privileges and immunities and Requests for assistance

75. Any request for protection under Staff Regulation 5bis) a) by a staff threatened or attacked because of actions or status as a staff of the Organisation shall be submitted to the Secretary-General through the Head of HRM. Protection may, for example, take the form of a contribution to the expenses occasioned by the legal defence of the staff's interests or other help in this context.

76. The right to decide whether immunities shall be claimed or waived is with the Organisation. A staff wishing to invoke immunity shall address a request to the Secretary-General through the Head of HRM. If it was not possible to request a prior decision, a staff claiming immunity shall immediately inform the Head of HRM. Any other difficulty arising in connection with privileges and immunities should immediately be reported to the Head of HRM.

77. Actions that could be perceived as an abuse of the privileges and immunities conferred on the Organisation and its staff must be avoided. The immunity of staff of the Organisation from civil suit or criminal prosecution is limited to things done by them in their official capacity; staff do not enjoy diplomatic immunity. The immunity of staff from civil and criminal jurisdiction is conferred for the sole benefit of the Organisation and not to staff in their personal capacity.

78. Staff must not abuse their special tax status or seek or accept means-tested benefits to which, taking into account their income from the Organisation, they are not entitled.

6.2 Complying with national laws

79. Staff must abide by the laws of the jurisdiction in which they live, work, and visit, whether for personal or professional reasons. This obligation includes the discharge of civil obligations, including the payment of alimony and child support as may be required.

7 Obligations and consequences

7.1 Duty to comply

80. The Organisation has established a body of Staff Regulations, policies, and standards - including this Code of Conduct - to govern and guide staff's behaviour. Staff are responsible for their own actions and are expected to know and follow the rules and standards that apply to them.

81. If a staff does not understand or is otherwise unsure about any rule or regulation relevant to staff's behaviour, s/he must seek further guidance by referring to information made available by the Organisation through intranet or otherwise, or by contacting his or her Manager (who may consult with Human Resource Management or the Ethics Office), or by seeking guidance directly from the Head of HRM or the Ethics Office.

7.1.1 Consequences of non-compliance

82. Failure to comply with the requirements the Staff Regulations policies and standards - including this Code of Conduct - to govern and guide staff's behaviour can have serious employment consequences, including the possibility of disciplinary proceedings and the application of disciplinary measures, including dismissal.

8 Final Provisions

83. Persons selected as staff must, prior to joining the Organisation, confirm their awareness of this Code, and disclose any external activity they would like to perform during their employment by the Organisation. Thereafter, staff must file in a timely manner an annual declaration confirming they are following this Code and identifying any actual, apparent or potential conflicts of interest in the performance of their duties, including any external activities in which they are engaging and for which approval is required. The information provided by staff in the context of this disclosure and declaration procedure should be sufficiently detailed to enable the Head of HRM to verify compliance with the Code. Where non-compliance with the Code is identified, where appropriate, corrective actions should be taken by the staff under a timetable agreed with HRM, to rectify such non-compliance.