

STAFF REGULATIONS

AND

PROVISIONAL STAFF RULES

Global
Green Growth
Institute

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STAFF REGULATIONS

ARTICLE 1: SCOPE AND DEFINITIONS

Regulation 1.1

Scope

The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the Secretariat of the Global Green Growth Institute. They represent the broad principles of human resources policy for the staffing and administration of the Secretariat. The Staff Regulations apply to all staff at all levels, including the Director-General.

Regulation 1.2

Definitions

For the purpose of the present regulations, the following definitions shall apply:

- (a) "GGGI" means the Global Green Growth Institute;*
- (b) "Establishment Agreement" means the Agreement on the Establishment of the Global Green Growth Institute, adopted in Rio de Janeiro, Brazil, on 20 June 2012;*
- (c) "Members" means States and regional integration organizations as set out in Article 5 of the Establishment Agreement;*
- (d) "Assembly" means the supreme organ of the GGGI, as set out in Article 7 of the Establishment Agreement;*
- (e) "Council" means the executive organ of the GGGI, as set out in Article 8 of the Establishment Agreement;*
- (f) "Secretariat" means the chief operational organ of the GGGI, as set out in Article 10 of the Establishment Agreement;*
- (g) "Director-General" means the head of the Secretariat, as set out in Article 10 of the Establishment Agreement;*
- (h) "Staff" means all staff members of the Secretariat who serve under a letter of appointment subject to the present regulations and who have been appointed by the Director-General under Article 10 of the Establishment Agreement;*

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(i) *“Staff Rules” means the rules issued by the Director-General to implement the Staff Regulations;*

(j) *“United Nations common system” means the United Nations common system of salaries, allowances and benefits under the auspices of the International Civil Service Commission.*

Staff Rules

Chapter 1: Scope and definitions

Rule 1.1 Scope

- 1.1.1 These Staff Rules are issued by the Director-General in accordance with staff regulation 13.2, which gives to the Director-General the authority to provide and enforce such Staff Rules as he or she considers necessary to enforce the Staff Regulations.
- 1.1.2 The Director-General may delegate authority to take action and make decisions under specific Staff Rules to appropriate GGGI officials, and shall consult as appropriate with senior management on important human resources issues.
- 1.1.3 The Staff Rules apply to all staff members of the Global Green Growth Institute (“GGGI”).
- 1.1.4 Staff members shall comply with the provisions and requirements set out in the Staff Rules, and with subsidiary rules and procedures established by the Director-General to ensure proper implementation of the Staff Regulations and Rules.

Rule 1.2 Definitions

- 1.2.1 “Staff” or “staff members” means all employees of the GGGI who serve under a letter of appointment subject to the Staff Regulations and who have been appointed by the Director-General under Article 10, paragraph 7, of the Establishment Agreement.
- 1.2.2. “Staff Regulations” means the regulations approved by the Council to establish the broad principles of human resources policy for the staffing and administration of the Secretariat.
- 1.2.3 “Staff Rules” means the rules issued by the Director-General to implement the Staff Regulations.
- 1.2.4 “Category” means a broad grouping of the types of functions performed by staff members, which is used for placement in the structure of the GGGI Secretariat in three categories: Executive, Professional, and General Service (referred to in these Rules as “General/Junior Program Personnel”).
- 1.2.4 “Human Resources office” means the office within the Secretariat that is primarily responsible for the development of human resources policies and processes and the administration of all aspects of human resources in the GGGI,

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including but not limited to recruitment and selection of staff, salaries and allowances, performance management, attendance and leave, social security, separation from service and disciplinary action.

- 1.2.5 “Year” means the financial year which, for GGGI, runs from 1 January to 31 December of any particular year, unless otherwise specified.

STAFF REGULATIONS

ARTICLE 2: DUTIES, OBLIGATIONS, RIGHTS AND PRIVILEGES

Regulation 2.1

Status of staff

Staff members are international officials. Their responsibilities as staff members are not national but exclusively international.

Regulation 2.2

Responsibilities of the Director-General

(a) *The Director-General shall ensure that the rights and duties of staff members, as set out in the Establishment Agreement, the Staff Regulations and Rules and relevant decisions of the Assembly and the Council, are respected.*

(b) *The Director-General shall seek to ensure that, in accordance with Article 10.7 of the Establishment Agreement, efficiency, competence, merit and integrity shall be the necessary considerations in the recruitment and employment of the staff, taking into account the principle of gender equality.*

Regulation 2.3

Privileges and immunities

(a) *Any privileges and immunities enjoyed by the GGGI in respect of its staff members are conferred in the interests of the GGGI, not for the personal benefit of the staff concerned. These privileges and immunities furnish no excuse for failure by staff members to observe the applicable laws and police regulations of the State in which they are located, or for non-performance of their private obligations.*

(b) *In any case where an issue arises regarding the application of privileges and immunities, the staff member concerned shall immediately report the matter to the Director-General, who shall decide whether there is immunity and, if so, whether it should be waived.*

(c) *In the case of the Director-General, the Assembly shall have the right to waive immunities.*

Regulation 2.4

Core values

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(a) Staff members shall uphold and respect the principles set out in the Establishment Agreement and in the Charter of the United Nations, including faith in fundamental human rights, in the dignity and worth of the human person and in the equal rights of men and women. Consequently, staff members shall exhibit respect for all cultures; they shall not engage in harassment or discrimination against any individual or group of individuals and they shall not abuse the power and authority vested in them.

(b) Staff members shall uphold the highest standards of efficiency, competence, merit and integrity. The concept of integrity includes, but is not limited to, probity, impartiality, fairness, honesty and truthfulness in all matters affecting their work and status.

(c) Staff shall conduct themselves at all times in a manner consistent with the GGGI's Code of Conduct which shall be promulgated by the Director-General as an annex to and an integral part of the Staff Rules, in accordance with Regulation 13.3.

Regulation 2.5

General rights and obligations

(a) Staff members are subject to the authority of, and accountable to, the Director-General, including his or her decisions on assignment to any of the activities or offices of the GGGI. In exercising this authority, the Director-General shall seek to ensure, having regard to the circumstances, that all necessary safety and security arrangements are made for staff carrying out the responsibilities entrusted to them.

(b) In the performance of their duties, staff members shall neither seek nor receive instructions from any Government or from any other source external to the GGGI.

(c) By accepting appointment, staff members pledge themselves to discharge their functions and regulate their conduct with the interests of the GGGI only in view and to advance its objectives as set out in the Establishment Agreement.

(d) Staff members shall ensure that their personal views and convictions do not adversely affect the discharge of their official duties or the interests of the GGGI. They shall refrain from any action incompatible with their status as staff members of the GGGI or with the integrity, independence and impartiality required by that status.

(e) Staff members shall not use their office or the knowledge gained from their official functions for private advantage or for the private advantage of any third party.

(f) Staff members shall exercise the utmost discretion with regard to all matters of official business. They shall not communicate to any Government, entity, person or any other source any information known to them by reason of their official position that they know or ought to have known has not been made public, except as appropriate in the normal course of their duties or by authorization of the Director-General. These obligations do not cease upon separation from service.

Regulation 2.6**Honours, gifts or remuneration**

No staff member shall accept any honour, decoration, remuneration, favour or gift of any monetary value from a Government or a source external to the GGGI unless authorized to do so by the Director-General.

Regulation 2.7**Conflict of interest**

(a) Staff members shall not be actively associated in their personal capacity, directly or indirectly, with any business or other concern if it were possible for the staff member or the business or other concern to benefit from such association by reason of the staff member's position with the GGGI unless specifically authorized by the Director-General.

(b) Staff members at the C-5 level and above, as well as any other staff members whose functions could lead to actual or apparent conflict of interest with the GGGI, shall prepare and submit disclosure of interest statements, as prescribed by the Director-General.

(c) Staff members shall not engage in any outside occupation or employment, whether remunerated or not, without the prior approval of the Director-General.

Regulation 2.8**Use of property and assets**

(a) Staff members shall only use the property and assets of the GGGI for official purposes and shall exercise reasonable care when utilizing such property and assets.

(b) Staff members must respond fully to requests for information from staff members or other qualified persons authorized by the GGGI to investigate possible misuse of funds, waste or abuse.

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Regulation 2.9**Performance of staff**

- (a) Supervisors shall be responsible for ensuring that each staff member is fully informed of his or her work requirements and of the related performance indicators, on the basis of which each staff member shall be evaluated.
- (b) The performance of staff members shall be appraised periodically to ensure that the required standards of performance are met.

Regulation 2.10**Declaration of office**

- (a) Staff members shall subscribe to the following declaration:
- "I solemnly declare and promise to exercise in all loyalty, discretion and conscience the functions entrusted to me as an international official of the Global Green Growth Institute ("GGGI"), to discharge these functions and regulate my conduct with the interests of the GGGI only in view, and not to seek or accept instructions in regard to the performance of my duties from any Government or other source external to the GGGI."*
- (b) The declaration of office shall be made orally by the Director-General at a session of the Assembly. All staff members of the GGGI shall make the declaration in writing in front of the Director-General or an authorized representative.

Staff Rules

Chapter 2: Duties, obligations, rights and privileges

Rule 2.1 Status of staff

- 2.1.1 The interest of the GGGI and the loyalty that staff members owe to it shall always take precedence over their other interests and ties, as emphasized in the declaration they are required to make on appointment pursuant to staff regulation 2.10. Staff members shall act in such a manner as to ensure their independence from any person, entity or authority outside the GGGI.
- 2.1.2 The declaration made by each staff member pursuant to staff regulation 2.10 shall be placed in his or her personnel file.

Rule 2.2 Code of Conduct

- 2.2.1 All staff members shall comply with the provisions of the Code of Conduct set out in the Annex to these Rules, of which the Code of Conduct is an integral part pursuant to staff regulation 2.4.
- 2.2.2 The Code of Conduct elaborates on the principles set out in staff regulations 2.3 to 2.9.
- 2.2.3 Violation of the provisions of the Code of Conduct shall constitute misconduct under Article 11 of the Staff Regulations and Chapter 11 of the Staff Rules, leading to disciplinary action.
- 2.2.4 The Code of Conduct requirements apply not only to the performance and conduct of staff members in relation to their employment at the GGGI but also to staff members' private personal conduct that could reflect adversely on the reputation and image of the GGGI. Staff members on leave or in their own personal time remain GGGI officials and are perceived as such by the community. Accordingly, they have the duty and responsibility to conduct themselves in a manner that will not undermine public confidence in the integrity of the GGGI.
- 2.2.5 All staff members are required to familiarize themselves with the Code of Conduct, and to sign to that effect an undertaking that shall be placed in their personnel file.

Rule 2.3 Notification by staff members and obligation to supply information

- 2.3.1 Staff members shall be responsible on appointment for supplying the Director-General with any information that may be required in order to determine their status under the Staff Regulations and Rules or to complete administrative arrangements in connection with their appointment.
- 2.3.2 Staff members shall also be responsible for promptly notifying the Director-General, in writing, of any subsequent changes that may affect their status under the Staff Regulations and Rules.

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- 2.3.3 Staff members may, at any time, be required by the Director-General to supply information concerning facts anterior to their appointment and relevant to their suitability as international civil servants, or concerning facts relevant to their integrity, conduct and service as staff members.
- 2.3.4 A staff member who has been arrested, charged with an offence other than a minor traffic violation or summoned before a court as a defendant in a criminal proceeding, or who has been convicted, fined or imprisoned for any offence other than a minor traffic violation shall immediately report the fact to the Director-General.
- 2.3.5 At the time of appointment, each staff member shall nominate a beneficiary or beneficiaries in writing in a form prescribed by the Director-General. It shall be the responsibility of the staff member to notify the Director-General of any revocation or change of beneficiaries. In the event of the death of a staff member, all amounts due to the staff member by the GGGI under the Staff Regulations and Rules shall be paid to the nominated beneficiary or beneficiaries, unless otherwise specified under particular rules. Such payment shall release the GGGI of all further liability in respect of any sum being paid. In the absence of beneficiary, the amount due to the staff member shall be paid to his or her estate.

Rule 2.4 Proprietary rights

- 2.4.1 All rights, including title, copyright and patent rights, in any work performed or produced by staff members as part of their official duties shall be vested in the GGGI.

Rule 2.5 Performance management

- 2.5.1 The performance of staff members shall be appraised once a year, in accordance with procedures and guidelines established by the Director-General.
- 2.5.2 The appraisal period shall normally cover the period from 1 January to 31 December of any particular year, unless a staff member enters on duty after the beginning of the year or separates from service before the end of the year, in which case the appraisal period shall be reduced to coincide with the period of actual service. No appraisal shall be required in respect of periods of service of less than three months in a particular year.
- 2.5.3 If a staff member disagrees with the evaluation, he or she may attach to the appraisal report a statement explaining the grounds for disagreement. The statement shall be part of the official performance record.
- 2.5.4 The salary of staff members may be increased or decreased in light of the outcome of the appraisal of their performance, in accordance with staff rules 4.2.3 and 4.2.4.

STAFF REGULATIONS

ARTICLE 3: CLASSIFICATION OF POSTS AND STAFF

Regulation 3.1

Classification of posts

The Director-General shall make appropriate provision for the classification of posts and staff in the Executive, Professional and General Service categories according to the nature of the duties and responsibilities required.

Regulation 3.2

Staff categories and grades

(a) Staff shall be placed, on initial appointment to the GGGI or on subsequent selection for another position, in one of the following categories: (i) Executive, (ii) Professional and (iii) General Service.

(b) Within each category, each staff member shall be placed at a grade and level consistent with his or her qualifications and experience, subject to conditions specified by the Director-General.

Staff Rules

Chapter3: Classification of posts and staff

Rule 3.1 Classification standards

- 3.1.1 The Director-General shall apply classification standards generally based on the standards established by the International Civil Service Commission.

Rule 3.2 Classification of individual posts

- 3.2.1 To the maximum possible extent, the definition of duties and requirements regarding qualifications and experience for each position shall follow the generic job profiles used in other international organizations, adjusting them as necessary to reflect the needs of the GGGI as required to achieve its objectives and perform its mandate.
- 3.2.2 When recruiting for posts in the approved staffing table, the Human Resources office shall develop a job description for these post in accordance with rule 3.2.1, in consultation with the supervisor and the Director concerned.

Rule 3.3 Classification of staff

- 3.3.1 On recruitment, staff members shall normally be given the grade of the position for which they have been selected, and be placed within the pay band corresponding to a position at that level.
- 3.3.2 In exceptional cases where a staff member has been appointed one level below the level of the post, the staff member may be upgraded to the level of the post at a later stage, provided the record of performance over a period of at least one year demonstrates that the staff member fully meets or exceeds the expectations of the Director-General for a position at that level. The remuneration of the staff member shall be adjusted accordingly from the date of the upgrade.
- 3.3.3 In the event a post is reclassified upward by one level in the approved staffing table, the incumbent may be upgraded to the higher level provided the record of performance over a period of at least two years fully meets or exceeds the expectations of the Director-General for a position at a higher level. The remuneration of the staff member shall be adjusted accordingly from the date of the upgrade.

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STAFF REGULATIONS

ARTICLE 4: SALARIES AND RELATED ALLOWANCES

Regulation 4.1

Salary scales

- (a) *The salary scales applicable to the GGGI staff are established as follows:*
- i. *For staff members in the Executive category: by reference to comparable private and public sector employers, as determined by the Council;*
 - ii. *For staff members in the Professional category: by reference to the salary ranges used by the organizations of the United Nations common system for comparable positions; and*
 - iii. *For staff members in the General Service category at each duty station: by reference to the local salary survey for that duty station issued by the International Civil Service Commission for the organizations of the United Nations common system.*
- (b) *The salary scales for staff in the Executive and Professional categories shall be set out in Annex I to the present Regulations.*
- (c) *The salary scales for staff in the General Service category shall be established and revised from time to time by the Director-General for each duty station, taking into account data provided in the local salary survey issued by the International Civil Service Commission for the duty station concerned.*
- (d) *For purposes of these Regulations, the salary paid to a staff member pursuant to the present regulation shall be considered as the “base salary” of the staff member concerned.*

Regulation 4.2

Allowances payable to expatriate staff

- (a) *For purposes of these Regulations, “expatriate staff” shall refer to staff members who are not serving in the country of their nationality or permanent residence.*
- (b) *Staff members in the Executive and Professional categories who are expatriate staff shall be granted the following allowances provided they satisfy the conditions established by the Director-General:*

1. *Housing Allowance*

A housing allowance shall be payable to reimburse eligible staff members for the costs incurred in renting accommodation at their duty station, up to a maximum amount set by the Director-General for each duty station where

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the GGGI has established an office. The maximum amount by country and grade shall be determined by the Director-General by reference to the latest housing cost survey for the relevant duty station issued by the International Civil Service Commission.

2. *Education Allowance*

i. An education allowance shall be payable to reimburse eligible staff members for the payments they make to an educational institution for the education of their children. The maximum reimbursement may not exceed 75% of the education costs actually incurred. The education allowance shall be payable until the end of the academic year where the child reaches twenty-one (21) years of age.

ii. A staff member entitled to an education allowance in accordance with subparagraph (b)(i) above shall also be entitled to reimbursement of the costs of one round trip travel in economy class per child and per academic year when the child attends an educational institution in a country other than that of the duty station of the staff member.

3. *Home Leave Allowance*

A home leave allowance shall be payable to eligible staff members to cover the costs of one round trip travel per year in economy class between the duty station and the home country for the staff member and his or her spouse and dependent children.

4. *Hardship Allowance*

A hardship allowance shall be payable to staff members serving in duty stations that have been classified as "B", "C", "D" and "E" by the International Civil Service Commission. The allowance shall be calculated by applying to the base salary of the staff member concerned the multiplier indicated below for the various classes of duty stations:

Hardship classification of the duty station	Multiplier
B	5%
C	10%
D	15%
E	20%

5. *Dispatch Allowance*

A dispatch allowance of one month's base salary shall be payable to staff members who travel to a duty station at the expense of the GGGI on initial appointment or assignment of one year or longer to cover pre-departure and settling in expenses at the new duty station.

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6. *Cost-of-living Allowance*

A cost-of-living allowance shall be payable to eligible staff members who are assigned to a duty station away from Headquarters where the cost of living is higher than it is at Headquarters. The amount of the allowance shall be calculated on the basis of the cost of living survey issued by the International Civil Service Commission for the duty station concerned.

Regulation 4.3

Tax reimbursement

(a) In the event the salaries and emoluments paid by the GGGI to staff members in the Executive and Professional categories are subject to national income taxation, the Director-General is authorized to refund the amount of those taxes to the staff members concerned, under conditions established by the Director-General to ensure that staff are obligated to minimize their tax liability to the maximum extent allowed under applicable law.

(b) In support of their claim for tax refund, eligible staff members shall provide accurate copies of the tax returns they filed with the tax authorities and any additional documentation required by the Director-General.

(c) The Director-General is authorized to conclude bilateral agreements with the Members concerned for the reimbursement of such refunds to the GGGI.

STAFF RULES

Chapter 4: Salaries and related allowances

Rule 4.1 Definitions

The following definitions shall apply for the purpose of determining entitlements under the Staff Regulations and Rules:

- 4.1.1. *“Base salary”* means the salary payable to a staff member in accordance with staff regulation 4.1 and staff rule 4.2;
- 4.1.2. *“Child”* means a staff member’s natural or legally adopted child, or a staff member’s stepchild who is residing with the staff member;
- 4.1.3. *“Headquarters”* means the Headquarters of the GGGI in the Republic of Korea;
- 4.1.4. *“Home country”* means the country of nationality or country of permanent residence of a staff member with which the staff member is most closely associated;
- 4.1.5. *“International Civil Service Commission”* means the expert body established by the United Nations General Assembly to regulate and coordinate the conditions of service of staff in the United Nations common system;
- 4.1.6. *“Promotion”* means the progression of a staff member to a higher category or to a higher grade within the same category;
- 4.1.7. *“Salary increment”* means an increase in base salary within the pay band corresponding to a staff member’s current category and grade.

Rule 4.2 Base salary

- 4.2.1. On initial appointment, the base salary of a new staff member shall be determined by his or her placement within the pay band in the salary scale applicable to the category and level of the staff member, consistent with the terms of the letter of appointment. Placement at a particular level within a pay band shall be determined by the Council for staff in the Executive category and by the Director-General for staff in the Professional and the General/Junior Program Personnel categories.
- 4.2.2. On promotion to a higher category or to a higher grade within a category, the base salary of the staff member shall be determined by his or her placement within the pay band in the salary scale applicable to the new category and/or grade. Placement at a particular level within a new pay band shall be determined by the Council for staff members promoted to the Executive

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category and by the Director-General for staff in the Professional and the General/Junior Program Personnel categories.

- 4.2.3 Salary increments within the same pay band may be granted to staff members in light of the results of their performance assessment. The amount of the increment, referred to as “bonus” for staff in the Executive category, shall be determined by the Council for those staff members, and by the Director-General for staff in the Professional and the General Service categories.
- 4.2.4 A salary decrease by lowering the placement of a staff member within a pay band or by placing the staff member at a lower level may be imposed by the Director-General as a result of negative performance assessment or misconduct. The decision shall be made by the Council for staff in the Executive category and by the Director-General for staff in the Professional and the General/Junior Program Personnel categories.

Rule 4.3 Housing allowance

- 4.3.1 Staff members in the Executive and Professional categories holding a fixed-term appointment of one year or longer who are not serving in their home country shall be eligible for a housing allowance to reimburse them for the costs incurred in renting accommodation at their duty station, up to a yearly maximum established by the Council or its Facilitative Sub-Committee, as appropriate, in light of the Director-General’s recommendation.
- 4.3.2. The decision on establishing the yearly maximum of the housing allowance shall be made on the Director-General’s recommendation for each duty station where the GGGI has an established office after reviewing the latest housing cost survey for the relevant duty station issued by the International Civil Service Commission.
- 4.3.3 Staff members eligible for a housing allowance shall submit a written application on the form approved for that purpose, and shall submit a copy of their lease agreement with a landlord and any other documentary evidence required by the Director-General.
- 4.3.4 The allowance shall be computed on the basis of the annual rent payable under the lease agreement, up to the applicable maximum.
- 4.3.5 When the staff member has used the services of a licensed rental agent or broker to obtain accommodation at the duty station, the fee paid by the staff member to that effect may be added to the annual rent and be reimbursed, provided the total amount of the rent and the fee does not exceed the applicable maximum. Reimbursement of such fee is allowed only once during the assignment of a staff member at a duty station. Other incidental expenses, such as those incurred for repairs, painting and moving, and amounts paid to the landlord on account of a

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guarantee or security deposit shall not be taken into account in the computation of the allowance.

- 4.3.6 It is the responsibility of staff members to promptly submit a revised application whenever there is any change that might affect the amount of the housing allowance. This includes change of dwelling, change in the rent amount or change in the grade level of the staff member.

Rule 4.4 Education allowance

- 4.4.1 Staff members in the Executive and Professional categories holding a fixed-term appointment of one year or longer who are not serving in their home country shall be eligible for an education allowance to reimburse them for payments they make to an educational institution for the education of each child until the end of the academic year when the child reaches age 21.

Amount of the education allowance

- 4.4.2 The allowance shall not exceed 75% of the education costs actually incurred by the staff member for each child.
- 4.4.3 The amount of the allowance shall be prorated when the period of school attendance or the staff member's period of employment with the GGGI covers less than two thirds of the academic year.
- 4.4.4 When prorating of the education allowance is required, it shall normally be effected in the proportion which the period of attendance or service bears to the normal duration of the academic year. For that purpose:
- a. periods of more than 20 days shall be treated as a full month;
 - b. periods of 11 to 20 days shall be treated as half a month; and
 - c. periods of 10 days or less shall be ignored.

However, when a child attends an educational institution for part of the academic year, and the costs of attendance are charged for that period only, no further proration shall be made due to attendance for less than the normal duration of the academic year.

Advances against education allowance

- 4.4.5 Staff members who are eligible for an education allowance and are required to pay all or part of the education costs at the beginning of the academic year may apply for an advance against their entitlement by completing the form approved for that purpose and providing the required documentation. Any paid advance shall be considered as due from the staff member until the final claim is processed in accordance with rules 4.4.7 to 4.4.9. If no claim has been submitted

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by the end of the third month following the end of the academic year, the amount of the advance shall be recovered from the staff member.

- 4.4.6 No advance shall be authorized for subsequent academic years until prior advances against the education allowance have been cleared at the time of settlement of the claim or until the advance has otherwise been repaid by the staff member.

Submission of the final claim

- 4.4.7 Within one month after the end of the academic year, staff members eligible for an education allowance shall submit a final claim on the form approved for that purpose, and shall submit documentation from the educational institution confirming the period of attendance of the child, the amount of the education costs paid by the staff member and any other documentary evidence required by the Director-General.
- 4.4.8 In the event the staff member is separated from service before the end of the academic year, he or she shall submit the final claim and supporting documentation required under rule 4.4.7 before the date of separation from service.
- 4.4.9 In the event the child's attendance ceases before completion of the academic year, the staff member shall submit the final claim and supporting evidence required under rule 4.4.7 within one month of cessation of the child's attendance.

Education travel

- 4.4.10 When a child attends an educational institution in a country other than the country of the staff member's duty station, a staff member entitled to an education allowance in accordance with the above rules shall also be entitled to reimbursement of the costs of one round trip travel in economy class per child and per academic year between the duty station and the educational institution.
- 4.4.11 The cost to be reimbursed by the GGGI shall be determined by the Director-General on the basis of the most direct and economical route and mode of travel, taking into account cost-effectiveness, safety and time constraints.
- 4.4.12 Requests for payment of education travel and/or advance against the entitlement shall be submitted on the form approved for that purpose and in accordance with the procedures established by the Director-General.

Rule 4.5 Home leave allowance

- 4.5.1 After completing their first year of service with the GGGI, staff members in the Executive and Professional categories holding a fixed-term appointment of one

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year or longer who are not serving in their home country shall be eligible in each of the following years of service with the GGGI for a home leave allowance.

- 4.5.2 The allowance shall be based on the cost of one round trip travel in economy class between the duty station and the home country for the staff member and his or her spouse and children under the age of 21. The amount shall be determined by the Director-General on the basis of the most direct and economical route and mode of travel, taking into account cost-effectiveness, safety and time constraints.
- 4.5.3 Staff members eligible for the home leave allowance shall submit a written claim on the form approved for that purpose and shall submit documentary evidence as required by the Director-General.

Rule 4.6 Hardship allowance

- 4.6.1 Staff members in the Executive and Professional categories who have been appointed to a duty station classified as "B", "C", "D" or "E" by the International Civil Service Commission shall be eligible for a hardship allowance. No hardship allowance is payable to staff serving in Denmark, Korea, the United Arab Emirates and the United Kingdom, where duty stations are classified as "H" or "A" by the International Civil Service Commission.
- 4.6.2 Where payable, the hardship allowance shall be calculated by applying to the monthly base salary paid to the staff member concerned the multiplier specified in staff regulation 4.2.b.4.

Rule 4.7 Dispatch allowance

- 4.7.1 Staff members in the Executive and Professional categories who travel to a duty station at the expense of the GGGI on initial fixed-term appointment or subsequent assignment of one year or longer shall be eligible for a dispatch allowance to cover pre-departure and settling in expenses at the new duty station.
- 4.7.2 The amount of the dispatch allowance shall be one month's of the staff member's base salary.
- 4.7.3 In the event the staff member resigns and is separated from service before completing one year of service at the new duty station, the amount of the dispatch allowance shall be subject to recovery in the proportion that the period of uncompleted service bears to a full year.

Rule 4.8 Cost-of-living allowance

- 4.8.1 Staff members in the Executive and Professional categories holding who are assigned to a duty station away from Headquarters where the cost of living is

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higher than it is at Headquarters shall be eligible for a cost-of-living allowance to compensate for the higher expenses that they will incur as a result of their assignment.

- 4.8.2 The amount of the cost-of-living allowance for each duty station shall be established by the Director-General on the basis of the most recent cost-of-living survey issued by the International Civil Service Commission for the duty station concerned.

Rule 4.9 Tax reimbursement

- 4.9.1 Staff members in the Executive and Professional categories who are subject to national income taxation on their GGGI salaries and emoluments are eligible under staff regulation 4.3 to claim reimbursement for the taxes they have paid on the salaries and emoluments paid by the GGGI as from the month of April 2013.
- 4.9.2 Unless otherwise provided by rule 4.9.3, staff members eligible for tax reimbursement as from the month of April 2013 shall comply with the following provisions:
- a. They shall pay directly to the relevant tax authorities the taxes imposed on their GGGI income, ensuring that they have minimized their tax liability to the maximum extent allowed under the tax laws concerned;
 - b. They shall claim reimbursement of the taxes that they have paid on their GGGI income in accordance with procedures established by the Director-General, including submission of a certification of the accuracy of the copy of their tax return supplied to the GGGI, and any other evidence required by the Director-General.
- 4.9.3 In countries where the GGGI makes direct payment of taxes to the national tax authorities on behalf of staff members subject to tax on their GGGI income, the entitlement to tax reimbursement for eligible staff members shall be implemented by direct payment of taxes by the GGGI from the grossed-up amount of the salary payable to the staff members concerned, who shall receive the net amount. The Director-General shall specify the conditions under which direct payments of taxes are to be made by the GGGI and the manner in which such payments shall be reconciled with the total tax due on GGGI income from April 2013 for the first tax year, and for the relevant tax year thereafter, and the differences shall be resolved once the amount of total tax due has been established.

Rule 4.10 Payments and deductions

- 4.10.1 The normal pay period is from the first to the last day of any calendar month. A month's pay corresponds to 1/12 of the annual base salary plus the following

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allowances expressed on an annual basis, namely allowances for housing, hardship, dispatch and cost of living, where applicable.

- 4.10.2 Staff members who are not in pay status for a full calendar month shall be paid for each working day at the rate of 1/22 of the monthly amount of the applicable base salary and any allowances payable on a monthly basis, including the housing, hardship, and cost-of-living allowances.
- 4.10.3 Payments shall be made to staff members in such currencies and at such rates of exchange as the Director-General may determine, with due regard to the legitimate interests of GGGI and of the staff member concerned.
- 4.10.4 Deductions from salaries and other emoluments, including entitlements payable on separation from service, may be made in the following cases:
- a. for the staff member's contributions to a pension scheme and for health insurance;
 - b. for tax payments made by the GGGI on behalf of the staff member;
 - c. for indebtedness to the GGGI, including recovery of any advances made to the staff member in accordance with the provisions of the Staff Rules;
 - d. for indebtedness to third parties when any deduction for this purpose is authorized by the Director-General;
 - e. as authorized in other cases by the staff member and agreed to by the Director-General.

Rule 4.11 Time limit on claims for retroactive payments

- 4.11.1 Staff members shall submit a written claim in respect of any salary, allowance or benefit which the staff member considers should have been paid to him or her by the GGGI under the Staff Regulations and Rules within one year of the date on which the initial payment would have been due.
- 4.11.2 Claims relating to earlier periods are time-barred and shall not be accepted by the GGGI.

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STAFF REGULATIONS

ARTICLE 5: APPOINTMENT AND PROMOTION

Regulation 5.1

Appointment

(a) *As provided in Article 10.7 of the Establishment Agreement, the Director-General shall appoint the staff of the Secretariat in accordance with staff regulations approved by the Council.*

(b) *Upon appointment, each staff member shall receive a letter of appointment signed by the Director-General or by an authorized official in the name of the Director-General. The required contents of the letter of appointment are set out in Annex II to the present Regulations.*

Regulation 5.2

Recruitment criteria

(a) *In accordance with Article 10.7 of the Establishment Agreement, efficiency, competence, merit and integrity shall be the necessary considerations in the recruitment and employment of the staff, taking into account the principle of gender equality.*

(b) *Recruitment on as wide a geographical basis as possible shall not apply to staff that are locally recruited for positions in the General Service category.*

Regulation 5.3

Selection of staff members

(a) *Selection of staff members shall be made without distinction as to race, sex or religion in a manner that ensures transparency of the process. As far as practicable, selection shall be made on a competitive basis.*

(b) *Except where another equally well qualified person cannot be recruited, appointment shall not be granted to a person who bears any of the following relationships to a staff member: father, mother, son, daughter, brother or sister.*

(c) *The spouse of a staff member may be appointed provided that the spouse is fully qualified for the position and provided that the spouse is not given any preference for appointment by virtue of the relationship to the staff member.*

(d) *The Director-General shall specify in the Staff Rules the restrictions applicable to the placement into the organizational structure of any of the related staff members mentioned in paragraphs (b) and (c) above, and to the process of reaching any administrative decision in respect of such a related staff member in order to ensure that the proper functioning of the Secretariat is not affected and that there is no actual or perceived conflict of interest.*

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(e) Posts below the level of C-5, other than those of a short-term nature which become vacant shall be announced to the staff and externally, and selection for such posts shall be on a competitive basis.

Regulation 5.4

Period of appointment and probation

(a) Appointments to the positions of Deputy Director-General, Assistant Director-General and Chief Financial Officer shall be for a period of up to three years, renewable at the discretion of the Director-General.

(b) Other staff members shall be granted either a temporary or a fixed-term appointment. No continuing appointments shall be granted. Fixed-term appointments may be extended at the discretion of the Director-General. The initial period shall normally not exceed two years.

(c) Staff members shall be required to serve a probationary period, which shall normally not exceed three months. The Director-General may, in the best interest of the GGGI, adjust the length and conditions of the probationary period in individual cases.

(d) A temporary appointment does not carry any expectancy, legal or otherwise, of renewal.

(e) A fixed-term appointment does not carry any expectancy, legal or otherwise, of renewal or conversion, irrespective of the length of service or its extension.

Regulation 5.5

Medical standards

The Director-General shall establish appropriate medical standards that staff members shall be required to meet before appointment.

Regulation 5.6

Consultants, individual contractors, interns and other personnel

Consultants, individual contractors, interns and other personnel may be engaged under such terms and conditions as the Director-General may determine as appropriate and shall not be staff members for the purposes of these regulations.

STAFF RULES

Chapter 5: Appointment and promotion

Rule 5.1 Types of appointment

- 5.1.1 Staff members shall be granted fixed-term or temporary appointments (referred to in these Rules as “short-term appointments”), as defined below.
- 5.1.2 No appointment carries any expectation, legal or otherwise, of renewal or conversion to any other type of appointment, irrespective of the length of service.
- 5.1.3 A “fixed-term appointment” is a time-limited appointment of one year or longer. The initial period shall normally not exceed two years, except for staff appointed to the Executive category who may be appointed for a longer period. A fixed-term appointment expires on the last day of the agreed period of service as stated in the letter of appointment.
- 5.1.4 A “short-term appointment” shall be granted for a period of less than one year to meet seasonal or peak workloads and specific short-term requirements, for instance:
- a. To respond to an unexpected and/or temporary emergency or surge demand;
 - b. To meet a seasonal or peak work requirement of limited duration that cannot be carried out by existing staff members;
 - c. To temporarily fill a position whose incumbent is on special leave, sick leave, maternity, paternity or adoption leave, or on special assignment;
 - d. To temporarily fill a vacant position pending finalization of the regular selection process;
 - e. To work on a special project with a finite mandate.
- 5.1.5 A short-term appointment expires on the last day of the agreed period of service as stated in the letter of appointment. It may be extended at the discretion of the Director-General to cover a total duration of less than one year. The short-term appointment of a staff member may be exceptionally extended beyond one year by the Director-General when such extension is justified by clearly documented operational needs. Such exceptional extension may not lead to a continuous period of service longer than two years.
- 5.1.6 While on a short-term appointment, a staff member may apply for a job opening leading to a fixed-term appointment. If selected, the staff member shall receive a fixed-term appointment.

Rule 5.2 Recruitment policies

- 5.2.1 The most important consideration in the selection of staff shall be the necessity of securing the highest standards of efficiency, competence, merit and integrity. For posts in the Executive and Professional categories, due regard shall be paid to the need to ensure a wide geographical distribution and the respect of the principle of gender equality.

Rule 5.3 Recruitment process

- 5.3.1 The objective of the recruitment process is to ensure that it is as fair, competitive and effective as possible.
- 5.3.2 The recruitment process detailed in the present rule shall apply whenever a job opening is expected to lead to a fixed-term appointment for the selected candidate. The process may be adjusted as necessary when selecting a candidate for a position leading to a short-term appointment in order to ensure that urgent and temporary needs are met in a timely fashion.

Initiation of the process

- 5.3.3 The director of the department seeking to recruit a new staff member for a vacant position shall submit to the Human Resources office a requisition form specifying the qualifications and experience required for the position to be filled, and indicating the preferred method to advertise the job opening. Any method entailing advertising costs greater than the standard methods shall require specific budget approval.
- 5.3.4 On the basis of the generic job description developed by the Human Resources office, the requesting office shall prepare a job description for the position and transmit it to the Human Resources office, which shall ensure that the job description defines the position, its purpose or objectives, its main responsibilities and accountabilities, and the selection criteria based on the qualifications and experience required or desirable for the position.

Search for candidates

- 5.3.5 The GGGI shall normally advertise the job openings by posting the vacancy on its website and/or by using other appropriate advertising methods. Where necessary, the GGGI may obtain the services of an executive search firm to improve access to qualified candidates.

Screening of candidates

- 5.3.6 Applications of candidates for vacancies advertised directly by the GGGI shall be reviewed by the Human Resources office, which shall prepare a preliminary short list of applicants meeting the selection criteria. After consultation with the requesting office, the preliminary short list shall be transmitted to the panel established to interview the applicants who appear to be best qualified for the position.

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- 5.3.7 In the event an executive search firm has been engaged to identify suitable candidates, the firm shall screen the candidates and transmit to the GGGI a short list of the best qualified candidates which shall be transmitted in turn to the interview panel.

Interview

- 5.3.8 The interview panel shall be composed of at least three members. Whenever possible, a representative of the Human Resources office shall assist and advise the interview panel in an *ex officio* capacity. The interview panel shall be composed as follows:
- a. The interview panel for the position of Director-General shall be composed of Council members designated by the Chair of the Council;
 - b. The interview panel for positions in the Executive category other than Director-General shall be the Selection Committee composed of at least two Council members designated by the Chair of the Council or the Facilitative Sub-Committee, the Director-General, and outside experts where appropriate;
 - c. For all other positions, the interview panel shall be composed of staff members being at the same level or above the level of the position to be filled. The specific composition of the panel, depending on the level of the position, shall be made in accordance with detailed guidelines issued by the Director-General.
- 5.3.9 The interview panel shall establish the final short list of applicants, all of whom shall be interviewed. Travel costs incurred by interviewees shall be reimbursed in accordance with the provisions of rule 8.15.2.
- 5.3.10 In assessing the candidates, the interview panel shall take into account the record of performance evaluation for applicants that are already staff members of the GGGI, and the results of any written test which the panel may have requested.
- 5.3.11 The interview panel shall endeavor to reach consensus on its ranking of candidates and its recommendation to select the highest-ranking candidate. In the event that no consensus can be reached, the report of the interview panel shall set out the reasons for diverging views.

Selection decision

- 5.3.12 The interview panel report shall set out its evaluation of each interviewed candidate. The selection decision shall be made as follows:
- a. For the position of Director-General, the report shall be submitted to the Council Chair, who shall transmit it to the Council for final decision;
 - b. For positions in the Executive category other than Director-General, the decision shall be made by the Selection Committee;
 - c. For all other positions, the report shall be submitted for final decision to the Director-General, who shall consult as necessary with relevant Secretariat officials before reaching his or her final decision.

Rule 5.4 Implementation of the selection decision*External candidates*

- 5.4.1 When the successful candidate was not previously a staff member of the GGGI, he or she shall receive a conditional offer of appointment specifying that, if confirmed, the appointment shall be subject to the Staff Regulations and Rules, including the Code of Conduct, and that confirmation of the offer is subject to: (i) receipt of references which satisfy GGGI requirements, (ii) medical certification that the candidate is fit for service and (iii) verification that the candidate has the right to enter and work for GGGI in the country of the duty station (for internationally-recruited staff) or has the right to work at the duty station (for locally-recruited staff).
- 5.4.2 The offer shall be confirmed once all the conditions have been met. The candidate shall be requested to report for duty at the earliest possible date, normally not more than one month after the date of the confirmed offer.
- 5.4.3 The effective commencement date of employment shall be the date on which the new staff member reports for work, if recruited at the duty station. If the new staff member is recruited internationally and is required to travel to the duty station in order to report for work, the effective commencement date shall be the date when the staff member starts to travel in accordance with travel arrangements approved by the GGGI.
- 5.4.4 On reporting for duty, an appointee shall receive and sign a letter of appointment consistent with Annex II to the Staff Regulations, and subscribe to the Declaration of Office required by staff regulation 2.10.

Internal candidates

- 5.4.4 When the successful candidate is already a staff member of the GGGI, he or she shall be released from prior duties normally no later than one month following communication of the selection decision.
- 5.4.5 In the event the new position is at a higher level than that the prior position previously held by the staff member, the staff member shall be promoted to the

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higher level, provided the staff member has at least one year of good performance on record with the GGGI. If that requirement is not met, the staff member shall retain his prior level and shall be considered for promotion in light of the results of the performance evaluation for the prior performance year.

- 5.4.6 A new Letter of Appointment shall be issued to the staff member, effective as of the date the staff member assumes the new functions.

Rule 5.5 Family relationships

- 5.5.1 Except where another person equally well qualified cannot be recruited, appointment shall not be granted to a person who bears any of the following relationships to a staff member: father, mother, son, daughter, brother or sister.
- 5.5.2 The spouse of a staff member may be appointed provided that the spouse is fully qualified for the position and is not given any preference for appointment by virtue of the relationship to the staff member. The marriage of one staff member to another shall not affect the contractual status of either spouse, but their entitlements and other benefits shall be modified as specified by the Director-General.
- 5.5.3 A staff member who is related to another staff member under conditions specified in rules 5.5.1 and 5.5.2 shall not:
- a. Be assigned to serve in a position which is superior or subordinate in the line of authority to the position occupied by the staff member to whom he or she is related;
 - b. Participate in the process of selection, assignment, promotion or transfer of the related staff member; or in the taking or reviewing of any administrative decision affecting the employment status, entitlements or other benefits of the related staff member.

Rule 5.6 Determination of recognized home country and place of residence in that country

- 5.6.1 At the time of appointment of a staff member at the Professional level or above, the Director-General shall determine the place that is to be recognized throughout the staff member's service as the home country and the place of residence in the home country for purposes of establishing the staff member's entitlements under the Staff Regulations and Rules.
- 5.6.2 Consistent with the definition in rule 4.1.4, the home country shall be the country of nationality or country of permanent residence of the staff member with which the staff member is most closely associated. In making such determination, the Director-General shall take into account the staff member's personal situation, including where he or she was educated, the country where the staff member spent a substantial part of his or her life prior to recruitment, or the country where close family members live.

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Rule 5.7 Probation

- 5.7.1 In accordance with staff regulation 5.4 (c), new staff members shall serve a probationary period of three months. The Director-General may adjust the length and conditions of the probationary period in individual cases.
- 5.7.2 The purpose of the probationary period is to assess whether new staff members are willing and able to perform their work satisfactorily, and to regulate their conduct in accordance with the obligations flowing from the Staff Regulations and Rules, including the Code of Conduct, and from their status as international civil servants.
- 5.7.3 No later than two weeks before the end of the probationary period, the immediate supervisor and the Director of the department concerned shall complete a Probation Assessment form indicating whether the assessment of the staff member's performance and conduct was positive or negative. The completed form shall be transmitted to the Human Resources office.
- 5.7.4 If the assessment of the staff member's performance and conduct is positive, the Director-General shall confirm the appointment and the staff member shall be so informed.
- 5.7.5 If the assessment of the staff member's performance and conduct is negative, the grounds shall be set out in the Probation Assessment form and the Human Resources office shall give the staff member the opportunity to enter his or her comments on the form. The Director-General shall decide in light of the assessment and any comments from the staff member whether to terminate the appointment or to extend the probation to cover a total period of not more than six months.
- 5.7.6 In the event of a serious failure on the part of a staff member to comply with his or her obligations regarding performance or conduct during the probationary period, a Probation Assessment form may be completed before the end of such period, specifying the grounds for a negative assessment.
- 5.7.7 Should the Director-General decide to terminate the appointment during or at the end of the probation period, the decision shall be implemented in accordance with rule 10.6.

Rule 5.8 Promotion

- 5.8.1 Promotion is the advancement of a staff member to a higher level post, either after a competitive selection process in accordance with Rule 5.4, or after an upgrade in accordance with Rules 3.3.2 or 3.3.3.
- 5.8.2 Salary on promotion shall be determined in accordance with rule 4.2.2.

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Rule 5.9 Medical examination and required inoculations

- 5.9.1 Upon selection, a candidate who has been selected for appointment shall undergo a prescribed medical examination by a physician designated by the Director-General.
- 5.9.2 Should the report of the physician show that the candidate is not fit for the post in question, a decision shall be made whether or not to make an offer of appointment or, if a conditional offer has been made, whether to confirm the offer and upon what terms.
- 5.9.3 Upon appointment and before any subsequent travel for the GGGI, a staff member shall have such inoculations as the physician shall prescribe.
- 5.9.4 Any medical examination and any inoculation required by the GGGI shall be at the GGGI's expense, subject to conditions and maximum amounts established by the Director-General.

Rule 5.10 Secondment

- 5.10.1 Personnel seconded to the GGGI shall serve under terms and conditions specified in the secondment agreement concluded between the seconding entity and the GGGI.
- 5.10.2 The seconded individual shall be required to acknowledge and accept the terms of the secondment agreement before taking up his or her functions with the GGGI.

Rule 5.11 Consultants, individual contractors, interns and other personnel

- 5.11.1 Consultants, individual contractors, interns and other personnel that are not staff members shall be retained in accordance with the policy and procedures established by the Director-General and shall serve as provided in the terms of their contract or engagement by the GGGI.

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STAFF REGULATIONS

ARTICLE 6: ATTENDANCE AND LEAVE

Regulation 6.1

Working hours and attendance

(a) *The Director-General shall establish the normal working hours and the normal working week at each duty station. He or she shall establish official holidays of up to ten days per calendar year at each duty station by reference to the most commonly observed official holidays in the country concerned. Exceptions may be made by the Director-General as the needs of the service may require, and staff members may be requested to work beyond the normal working hours or the normal working week, or on an official holiday, if necessary for the performance of the work of the GGGI.*

(b) *No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was due to reasons beyond their control.*

Regulation 6.2

Compensatory leave

Compensatory leave of up to two (2) days per calendar year may be allowed for staff members holding an appointment of one year or longer who are required to work for extended periods beyond the normal working hours and the normal working week.

Regulation 6.3

Annual leave

Staff members shall be allowed appropriate annual leave up to twenty-five (25) days per years.

Regulation 6.4

Special leave

Special leave may be authorized by the Director-General in exceptional cases.

STAFF RULES

Chapter 6: Attendance, annual and special leave

Rule 6.1 Working hours

- 6.1.1 The normal working hours shall be eight hours per day and 40 hours per week. At Headquarters, the normal work day shall be from 9am to 6pm, with one hour for lunch from 12 noon to 1pm. The beginning and end of the normal work day may be adjusted at duty stations away from Headquarters in light of local practice.
- 6.1.2 The Director-General may require staff members to work beyond the normal working hours and the normal working week when needed to address the needs of service.
- 6.1.3 In accordance with staff regulation 6.2, staff members holding an appointment of one year or longer who have been required to work for extended periods beyond the normal working hours and the normal working week are eligible to receive compensatory leave of up to two days per calendar year.

Rule 6.2 Official holidays

- 6.2.1 The number of official holidays at each duty station shall be ten days in each calendar year.
- 6.2.2 The Director-General shall establish the official holidays at each duty station, taking into account the most commonly observed holidays and the practice followed by other international organizations at the duty station. Staff members shall be informed of the official holidays at their duty station at the beginning of each year.
- 6.2.3 In the event the necessities of service do not allow for the observance of an official holiday, the Director-General may designate an alternate day within seven days before or after the date of the normal official holiday. Staff members at the duty station concerned shall be informed accordingly.

Rule 6.3 Annual leave

- 6.3.1 Annual leave may be taken only when authorized by the supervisor. Approval of annual leave requests is subject to the exigencies of service, which may require that leave be taken by a staff member during a specified period.
- 6.3.2 Staff members on a fixed-term appointment shall be entitled to 25 days of paid annual leave per year. Staff members who begin service or separate from service in the course of a particular year shall be entitled to two days of annual leave per month of service until the end of the year, or until the date of separation, as appropriate.

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- 6.3.3 Staff members on a short-term appointment shall be entitled to two days of paid annual leave per month of service under their appointment.
- 6.3.4 When the service of a staff member begins after the end of a month or ends before the end of a month, the annual leave entitlement shall be credited as follows
- a. Two days when service begins in the first half of the month, through and including the 15th day of the month;
 - b. One day when service begins on or after the 16th day of the month;
 - c. One day when service ends in the first half of the month, through and including the 15th day of the month;
 - d. Two days when service ends on or after the 16th day of the month.
- 6.3.5 No annual leave shall be credited in the following situations:
- a. During unauthorized absences;
 - b. During periods of special leave without pay or partial pay of more of 30 days;
 - c. During periods of administrative leave in the context of a disciplinary proceeding, unless initial charges against the staff member are subsequently dropped.
- 6.3.6 Annual leave may be taken in units of days and half days.
- 6.3.7 Since the purpose of annual leave is to provide a period of rest each year, not more than ten days of unused annual leave may be carried forward to the next year. Unused annual leave in excess of ten days as of 31 December of each year shall lapse.
- 6.3.8 Staff members who, on leaving the service of the GGGI, have unused annual leave days shall be paid in respect of each day of such unused leave, provided the number of days does not exceed the sum of (i) their annual leave entitlement for the year in which they separate, and (ii) unused annual leave from a prior year, up to a maximum of ten days, in accordance with rule 10.9.

Management of annual leave

- 6.3.9 In order to ensure continuity of service in all areas of the GGGI, Directors shall request supervisors in their department at the beginning of the year to prepare an annual leave plan for themselves and the staff they supervise on the basis of tentative leave plans obtained from the staff members concerned. Implementation of the department's annual leave plan requires prior approval of the Director concerned.
- 6.3.10 To assist staff members in the management of their annual leave, the Human Resources office shall communicate to each staff member in the middle of the year the number of unused leave days that remain until the end of the year.

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- 6.3.11 Staff members shall submit to their supervisor their request for approval of annual leave at least three working days before the intended last day at the office prior to departure on leave, unless an unforeseen event occurs in which case the request may be submitted within a shorter period. Annual leave requests shall be submitted on the form and in accordance with procedures approved by the Director-General.
- 6.3.12 In exceptional circumstances and after approval from the Director-General, a staff member may be permitted to take advance annual leave in excess of the leave they have accrued. Advance annual leave shall be offset against annual leave subsequently accrued by the staff member. In the event a staff member separates with a negative annual leave balance, restitution shall be made either through deduction from final payments or by direct payment by the staff member, in accordance with rule 10.10.

Rule 6.4 Home leave

- 6.4.1 The home leave allowance provided under rule 4.5 constitutes the sole contribution of the GGGI towards the cost of travel to the home country for eligible staff members and family members.
- 6.4.2 Absence from work for staff members going on home leave shall be charged to the annual leave entitlement and shall be subject to the requirements set out in rule 6.3.

Rule 6.5 Special leave

- 6.5.1 All special leave is subject to approval by the Director-General.
- 6.5.2 Special leave for training or research which the Director-General has found to be in the interest of the GGGI shall normally be with full or partial pay, provided the Director-General determines that the staff member may be released from normal duties without detriment to the implementation of the GGGI's work program.
- 6.5.3 Special leave without pay of up to one year may be granted to a staff member to take care of a child under six years of age in cases other than maternity, paternity or adoption leave provided under Chapter 7 of the Staff Rules, provided the staff member has at least one year of continuous service with the GGGI.
- 6.5.4 Special leave in case of death of an immediate family member shall be without pay.
- 6.5.5 Special leave with full, partial or without pay for reasons other than those covered in rules 6.5.2 to 6.5.4 may be granted at the request of a staff member for such period and under such conditions as the Director-General may approve.
- 6.5.6 Special leave, when approved, is in addition to other forms of leave, including annual leave under rule 6.3 and sick leave, maternity, paternity and adoption leave under Chapter 7 of the Staff Rules.

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- 6.5.7 The Director-General may, at his or her initiative, place a staff member on special leave with full pay if he or she considers such leave to be in the interest of the GGGI.
- 6.5.8 On return to work upon completion of special leave, the staff member shall be returned to the position held before going on special leave, or be assigned to another position in the same category and level.

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STAFF REGULATIONS

ARTICLE 7: SOCIAL SECURITY

Regulation 7.1

Pension scheme

(a) *The GGGI shall provide a defined contribution pension plan for the benefit of staff members having received an appointment of one year or longer or having served for a continuous period of one year or longer.*

(b) *Contributions to the pension scheme shall be made by the GGGI and by the staff member concerned. The GGGI contribution shall amount to 12% of the staff member's base salary. The staff member's contribution shall amount of 6% of his or her base salary.*

(c) *The primary mechanism for the pension scheme shall be the GGGI Staff Provident Fund. The Management Board of the Staff Provident Fund shall establish and maintain a relationship with a "preferred provider", which may be an established and qualified commercial, financial or providential organization, to host the GGGI Staff Provident Fund.*

(d) *On separation from the GGGI, a participating staff member shall receive the entire amount standing to his or her credit in the GGGI Staff Provident Fund, after deduction of administrative and management costs.*

(d) *Staff members shall have the right to opt out of the GGGI Staff Provident Fund by selecting an alternative pension or provident fund mechanism to which contributions from the GGGI and the staff member concerned shall be paid. In such a case, the staff member concerned shall have the onus and responsibility for the selection of an alternative mechanism. Any amounts or benefits received by a staff member having opted for a mechanism other than the GGGI Staff Provident Fund shall be governed by the regulations and rules of the mechanism selected by the staff member, who shall have no claim against the GGGI in the event the amounts or benefits received are less than he or she would have received from the GGGI Staff Provident Fund.*

Regulation 7.2

Social security scheme

The Director-General shall establish a cost-effective and administratively efficient scheme of social security for the staff, including provisions for health protection, sick leave, maternity and paternity leave, and reasonable compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the GGGI, under terms and conditions specified by the Director-General in the Staff Rules.

STAFF RULES

Chapter 7: Social security

Rule 7.1 Pension scheme

- 7.1.1 Staff members serving in an appointment of one year or longer or having served for a continuous period of one year or longer shall participate in a pension scheme in accordance with the provisions of staff regulation 7.1.
- 7.1.2 Staff members' contributions amounting to 6% of their base salary shall be deducted each month from their monthly pay, subject to the following provisions applicable in the event a staff member is subject to mandatory participation in a national pension and/or retirement system:
- a. When the contribution to be paid by the staff member is more than 6% of monthly pay, the deduction shall be increased by the amount necessary to cover the entirety of the staff member's contribution to the national pension and/or retirement system;
 - b. When the contribution to be paid by the staff member is less than 6% of monthly pay, the full 6% deduction shall be made, from which the requisite amount shall be paid to the national pension and/or retirement system on account of the staff member, and the balance shall be paid on account of the staff member to the GGGI Staff Provident Fund or to an alternative mechanism selected by the staff member in accordance with staff regulation 7.1(d).
- 7.1.3 The GGGI's contributions shall amount to 12% of the monthly salary of eligible staff members, except in the event a mandatory pension and/or retirement scheme requires employers to pay a higher amount, in which case the GGGI shall pay that amount to the national system. Should a mandatory system require employers to pay an amount lower than 12% of monthly salary, the GGGI shall transmit the balance for the benefit of the staff member to the GGGI Staff Provident Fund or to an alternative mechanism selected by the staff member in accordance with staff regulation 7.1(d).
- 7.1.4 The administration of the pension scheme shall be conducted in accordance with procedures established by the Director-General.

Rule 7.2 Medical insurance

- 7.2.1 Staff members shall participate in a medical insurance scheme under terms and conditions determined by the Director-General.
- 7.2.2 Staff members who are subject to mandatory participation in a national health insurance system or who are eligible to participate in such a system shall also be covered by a complementary medical insurance policy subscribed by the GGGI

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so that the total benefits are reasonably in line with those payable to staff covered by the medical insurance policy provided under rule 7.2.3.

- 7.2.3 Staff members who do not participate in a national health insurance system shall receive comprehensive coverage under a medical insurance policy subscribed by the GGGI.
- 7.2.4 Staff members' contributions to medical insurance coverage shall be deducted each month from their monthly pay. The deduction shall include:
- a. 2/5 of the premium charged for each participant under the medical insurance policy subscribed by the GGGI in accordance with rules 7.2.2 and 7.2.3; and
 - b. For staff participating in a national health insurance system, the employee's portion of the total contribution payable by employer and employee under the relevant system.

Rule 7.3 Compensation for illness, injury or death attributable to service

- 7.3.1 A staff member, or his surviving spouse or dependents, shall be entitled to compensation in the event of illness, injury or death attributable to the performance of official duties on behalf of the GGGI, in accordance with rules established by the Director-General.
- 7.3.2 The benefits payable under the insurance policy on compensation for illness, injury or death attributable to service subscribed by the GGGI shall be reduced by any compensation received under a national compensation system for the same events.

Rule 7.4 Sick leave

- 7.4.1 Staff members who are unable to perform their duties because of illness or injury, or whose attendance is prevented by public health requirements, shall be granted sick leave in accordance with the provisions of the present rule.
- 7.4.2 All sick leave must be approved in accordance with procedures established by the Director-General.
- 7.4.3 Staff members shall be entitled to seven days of paid sick leave and up to one month of unpaid leave in case of injury or illness.
- 7.4.4 Sick leave may be taken in units of full days or half-days.
- 7.4.5 Any absence of more than three consecutive working days which is to be charged as sick leave must be supported by a certificate from a duly recognized medical practitioner stating that the staff member is unable to perform his or her duties and indicating the probable duration of the illness.
- 7.4.6 A staff member may not take sick leave without a medical certificate for a total duration of more than seven working days per year.

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- 7.4.7 A staff member may at any time be required to undergo a medical examination by a medical practitioner designated by the Director-General. Based on the advice of such medical practitioner, the Director-General may decide that sick leave is not, or is no longer, warranted and instruct the staff member to return to work.
- 7.4.8 A staff member shall not, while on sick leave, leave the duty station without the prior approval of the Director-General, except for emergency medical treatment prescribed by the treating physician.
- 7.4.9 No sick leave shall be granted for periods of ill health during holidays, annual leave, maternity, paternity or adoption leave.
- 7.4.10 Staff members shall inform their supervisors on the first day of their absence due to illness or injury, or ensure that this is done on their behalf as soon as possible when they are incapacitated.
- 7.4.11 Staff members shall submit to the Human Resources office the medical certificate required by rule 7.4.5 for any absence of more than three consecutive working days no later than the fifth working day of continuous absence or upon return to work, whichever is earlier. Should the absence due to health reasons continue after the first week, the staff member shall submit a new medical certificate every other week, unless authorized by the Human Resources office to submit a medical certificate at longer intervals. Failure to submit a medical certificate in a timely fashion may result in non-approval of sick leave and in the staff member's absence being treated as unauthorized absence.
- 7.4.12 Unused sick leave may not be commuted to cash on separation from service.

Rule 7.5 Maternity leave

- 7.5.1 Staff members shall be entitled to 90 days of maternity leave on full pay.
- 7.5.2 Maternity leave shall normally commence 45 days before the expected date of birth upon submission of a certificate from a duly qualified medical practitioner or midwife indicating the expected due date. At the request of the staff member, which needs to be supported by medical advice provided by the staff member, the Director-General may permit the maternity leave to commence less than 45 days but not less than two calendar weeks before the expected due date.
- 7.5.3 Maternity leave shall cover a total period of 90 days from the time it is granted. The duration may be extended to make it possible for the mother to have at least 45 days of maternity leave after the date of birth, for instance in case of miscalculation by the medical practitioner or the midwife on the expected date of delivery.
- 7.5.4 Annual leave shall accrue during the period of maternity leave.

Rule 7.6 Paternity leave

- 7.6.1 Staff members shall be entitled to five days of paid paternity leave.

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7.6.2 The staff member shall request paternity leave and present evidence of the birth of his child satisfactory to the Director-General within 30 days of the birth.

7.6.3 Paternity leave shall be granted without delay upon presentation of the request and evidence of birth satisfactory to the Director-General.

Rule 7.7 Adoption leave

7.7.1 Staff members may request leave in connection with the adoption of a child, and present satisfactory evidence of the adoption to the Human Resources office.

7.7.2 A reasonable number of days for adoption leave with pay shall be granted upon presentation of evidence of adoption satisfactory to the Director-General and approval by the relevant Director and by the Human Resources office.

Rule 7.8 Special grant in case of death while in service

7.8.1 On the death of a staff member with a surviving spouse or one or more dependent children, a special grant shall be paid to the spouse or, if none, to the dependent children in equal shares.

7.8.2 The grant shall be calculated in accordance with the following schedule:

Years of continuing service	Months of net base salary at time of the staff member's death
0-3	3
4	4
5	5
6	6
7	7

7.8.3 The grant shall not be payable if the staff member did not have a spouse or one or more dependent children.

Rule 7.9 Loss of personal property in the course of mission travel

7.9.1 Staff members are expected in all cases to take reasonable precautions against loss of their personal property while on mission travel.

7.9.2 Loss of personal property incurred in the course of mission travel shall be compensated in accordance with the terms of the insurance policy subscribed by the GGGI for the coverage of such loss.

STAFF REGULATIONS

ARTICLE 8: TRAVEL AND REMOVAL EXPENSES

Regulation 8.1

Staff members shall be paid travel and removal expenses, under terms and conditions specified by the Director-General in the Staff Rules.

STAFF RULES

CHAPTER 8: TRAVEL AND REMOVAL EXPENSES

Rule 8.1 Travel of staff

8.1.1 The GGGI shall arrange and pay for the travel expenses of a staff member in the following circumstances:

- a. On initial appointment of a staff member who is recruited to a position in the Executive or Professional categories from outside the country of the duty station, or from within the country of the duty station but beyond commuting distance;
- b. On transfer to a new duty station or on assignment of one year or longer to another duty station;
- c. On official business (“mission travel”);
- d. On separation from service and return travel to the place of recruitment or other location outside the country of the duty station, or to a location within the country of the duty station but beyond commuting distance, except in cases of abandonment of post or as otherwise provided in these Rules.

8.1.2 All travel requests and requests for related payments shall comply with the requirements and procedures established by the Director-General.

Rule 8.2 Travel of eligible family members

8.2.1 Eligible family members, for the purpose of official travel, comprise the spouse and children under the age of 21 of staff members in the Executive or Professional categories, provided the staff member:

- a. serves on a fixed-term appointment of one year or longer; and
- b. has been authorized to travel under rule 8.1 (a), (b) and (d).

8.2.2 Eligible family members whose travel has been approved by the GGGI shall travel in the same class as the staff member concerned.

8.2.3 In addition, the GGGI shall pay the expenses for education grant travel authorized under rules 4.4.10 and 4.4.11.

Rule 8.3 Time limits for submission of claims

8.3.1 Staff members shall submit claims for reimbursement of their expenses as soon as possible after their return to the duty station. Detailed explanations may be required for expenses incurred more than 60 days from the time they were incurred, and reimbursement may be denied if the explanations provided are not satisfactory.

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- 8.3.2 On separation from service:
- a. Any outstanding claim for reimbursement of travel expenses incurred on mission travel shall be submitted no later than four weeks from the separation date;
 - b. Staff members who resign within six months from receiving the home leave allowance provided under rule 4.5 shall not be entitled to payment of return travel for themselves and eligible family members unless, in the opinion of the Director-General, there are compelling reasons for authorizing such payment;
 - c. Entitlement to return travel under rules 8.1 and 8.2 shall cease if travel has not commenced within six months from the date of separation.
- 8.3.3 Any other claim relating to travel shall be subject to the one-year time limit imposed under rule 4.11.
- 8.3.4 Claims submitted beyond the time limits set in the present rule shall be time-barred.

Rule 8.4 Authorization to travel

- 8.4.1 Travel shall require written authorization before it is undertaken. In exceptional circumstances, staff members may be authorized to begin travel on verbal instructions but such instructions must be confirmed in writing at the earliest possible date.
- 8.4.2 Staff members are personally responsible for ascertaining that they have obtained the proper authorization before commencing travel.
- 8.4.3 Travel on initial appointment, change of duty station or separation from service shall require authorization from the Human Resources office.
- 8.4.4 Mission travel shall require the staff member concerned to obtain prior approval from the Director of the relevant department. The staff member shall complete the request form approved for that purpose, including an explanation of the purpose of the travel, and the proposed destination, duration and itinerary of the travel. The request, after approval by the Director, shall be forwarded to the Finance office for approval of authorized travel expenses.

Rule 8.5 Mission travel report

- 8.5.1 A staff member returning from mission travel shall submit a mission travel report within seven calendar days of completion of the journey.
- 8.5.2 The staff member shall ensure that the following items are attached to the mission report:
- a. Boarding passes showing that the authorized travel has been made;

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- b. Accommodation receipts or equivalent supporting evidence showing that the staff member stayed at specific hotels or locations during the mission travel and the amount charged for such accommodation;
- c. Receipts or equivalent supporting evidence documenting the nature and amount of miscellaneous expenses incurred by the staff member, in accordance with rule 8.11.

Rule 8.6 Travel expenses payable by the GGGI

8.6.1 Travel expenses provided under these Rules shall include the following:

- a. Transportation expenses (i.e. fare for travel by air or by train, or cost of transportation by car);
- b. Accommodation expenses;
- c. Daily subsistence allowance;
- d. Terminal expenses;
- e. Miscellaneous travel expenses.

8.6.2 Staff members are responsible for ascertaining as early as possible that the passports, visas or residency documents for themselves and for any family member eligible to travel under these Rules are valid and will remain so beyond the expected date of return to the duty station or arrival at destination. They are also responsible for ascertaining as early as possible whether any visa is required to enter the country of destination or to transit through intermediate stops, in which case the GGGI shall assist in obtaining the necessary documents.

Rule 8.7 Transportation expenses

8.7.1 Transportation paid for, or reimbursed by, the GGGI shall be by the most direct and economical route and mode of travel, taking into account cost-effectiveness, safety, and time constraints, as well as the convenience of the staff member concerned when consistent with the interests of the GGGI, as determined by the Director-General.

8.7.2 Whenever possible, the GGGI shall purchase in advance of actual travel the tickets required for transportation by air or by train from the carrier or a travel agency. When this is not possible due to the urgency of the travel, staff members may purchase their own tickets, in which case they shall claim reimbursement in accordance with procedures established by the Director-General.

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Air travel

8.7.3 The applicable standard for air travel of staff members on mission travel and on transfer or assignment to a new duty station shall be determined as follows:

Category	Class of travel
C4 and above	Business class
C3	Business class: <ul style="list-style-type: none"> • for travel over 7 hours; and • for subsequent mission travel of more than 5 hours performed within a 30-day period. Economy class in other cases.
C2 and all G category	Economy class

The standard for travel on appointment and separation shall be economy class.

Travel by train

8.7.4 The applicable standard for travel by train shall be as follows:

Category	Class of travel
C4 and above	First, or "special" class
All other staff	Second, or "standard" class

Travel by car

8.7.5 When staff members use their own cars for short-distance trips, they shall be reimbursed for the actual costs incurred, up to the cost of transportation by train or bus to the destination.

8.7.6 Staff members electing to use their own cars shall be responsible for making appropriate insurance arrangements for the driver and any passengers. The GGGI shall not be responsible for any damage caused by or to their vehicle.

Variations from approved route, mode or standard of travel

8.7.7 Staff members who wish to make travel arrangements that vary from the approved route, mode or standard of travel shall obtain permission to do so in advance and shall assume responsibility for any extra charges resulting from the variation.

Rule 8.8 Accommodation expenses

8.8.1 Accommodation expenses to be paid or reimbursed by the GGGI shall be calculated on the basis of the number of nights of lodging during the mission, excluding nights spent on an airplane or train and nights for which accommodation is provided by a Government or any organization or entity other than the GGGI.

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- 8.8.2 Whenever possible and practicable, the GGGI or its travel agency shall make arrangements with appropriate hotels to provide accommodation to staff members on arrival at destination, and pay for the related costs either in advance of travel or through the use of a corporate credit card that may have been entrusted to the staff member concerned. When a corporate credit card is used, the staff member shall obtain and retain hotel receipts and submit them promptly to the Finance office.
- 8.8.3 When the staff member pays for accommodation costs, he or she shall claim reimbursement on the basis of hotel receipts, and in accordance with procedures established by the Director-General.

Rule 8.9 Daily subsistence allowance

- 8.9.1 Staff members on mission travel shall be paid a daily subsistence allowance (“DSA”) to cover the cost of meals and incidental expenses.
- 8.9.2 DSA shall be payable from the day of arrival at the mission destination, up to and including the day before the staff member begins return travel to the duty station. However, when the return travel is to begin at 4pm or later, DSA shall be paid for that day.
- 8.9.3 The DSA rates shall be established by the Director-General for each travel location.
- 8.9.4 Whenever possible, the amount of DSA calculated on the basis of applicable rates and scheduled duration of the approved mission travel shall be paid to the staff member prior to departure on mission travel.
- 8.9.5 Any extension or reduction of the mission travel duration shall be explained by the staff member in the mission report required by rule 8.5. In such cases, the amount of DSA shall be recalculated and result either in an additional DSA payment for any additional days, or in a recovery of DSA amounts paid in respect of days in excess of the actual duration of the mission travel.
- 8.9.6 Any claim for DSA not previously paid to the staff member shall be made in accordance with procedures established by the Director-General.

Rule 8.10 Terminal allowance

- 8.10.1 A terminal allowance of up to USD70.00 each way shall be paid to staff members on departure and on arrival on any type of official travel listed in rule 8.1.1.
- 8.10.2 The terminal allowance shall be deemed to cover all expenditures for transportation and incidental charges for transportation to and from the airport and the hotel or other accommodation.
- 8.10.3 Claims for payment of terminal allowance shall be submitted on the basis of receipts for terminal expenses, and in accordance with procedures established by the Director-General. In the event it is not possible to obtain receipts from a taxi or other form of transportation to and from the airport, the staff member shall submit a signed written explanation to that effect.

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Rule 8.11 Miscellaneous reimbursable travel expenses

- 8.11.1 When incurring additional expenses in the course of authorized mission travel, staff members shall exercise the same care as a prudent person would exercise if travelling on personal business.
- 8.11.2 Additional expenses that are incurred by staff members on mission travel and are reimbursable by the GGGI may include charges for:
- a. Postal, internet and long-distance telephone charges incurred for official purposes;
 - b. Vaccination required or recommended for the country of destination;
 - c. Visas required for the country of destination;
 - d. Travel insurance;
 - e. Excess luggage for the transportation of documents or equipment required for official purposes;
 - f. Photocopy or reproduction of official documents;
 - g. Significant foreign currency commissions;
 - h. Excess luggage for personal items in case of travel for extended periods of time;
 - i. Exceptional and unforeseen expenses directly related to the mission.
- 8.11.3 Claims for reimbursement of miscellaneous travel expenses incurred by the staff member, together with related receipts, shall be submitted to the Finance office in accordance with procedures established by the Director-General. Upon confirmation that such expenses were necessary for the performance of the mission, the confirmed amount shall be reimbursed to the staff member.

Rule 8.12 Relocation allowance

- 8.12.1 The relocation allowance is a lump-sum payment made to staff members in the Executive and Professional categories who are authorized to travel under Rule 8.1 on appointment, transfer or assignment for one year or longer to another duty station, and on separation from service, provided they have served at least one year at the duty station to which they had been appointed or assigned.
- 8.12.2 The allowance shall be the GGGI's sole contribution to the cost of unaccompanied shipments of personal effects and household goods to and from the duty station.
- 8.12.3 Staff members serving on a fixed-term appointment who are authorized to travel to a duty station from a location outside the country of that duty station shall be paid a relocation allowance as follows:
- a. USD10,000 if they have no spouse or children under 21 years of age;
 - b. USD15,000 if they have a spouse or children under the 21 years of age.

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On separation from service, the same amount shall be paid to staff members authorized to travel from the last duty station to a location outside the country of that duty station, provided the staff member does not resign after less than one year of service from the duty station to which he or she had been appointed or assigned for one year or longer.

8.12.4 Staff members serving on fixed-term appointments who are authorized to travel to a duty station from a location within the country of that duty station but beyond commuting distance from that duty station shall be paid:

- a. USD3,000 if they have no spouse or children under 21 years of age;
- b. USD6,000 if they have a spouse or children under 21 years of age.

On separation from service, the same amount shall be paid to staff members authorized to travel from the last duty station to a location within the country of that duty station but beyond commuting distance from that duty station, provided the staff member does not resign after less than one year of service from the duty station to which he or she had been appointed or assigned for one year or longer.

8.12.5 Staff members serving on a short-term appointment of at least six months who are authorized to travel to or from the duty station are entitled on arrival to the duty station and departure from the duty station on separation from service to a relocation allowance of USD1,200.

Rule 8.13 Transportation of decedents

8.13.1 On the death of a staff member or a family member whom the GGGI has the obligation to repatriate under rules 8.1 or 8.2, the GGGI shall pay the expenses of preparing and transporting the remains in accordance with conditions established by the Director-General.

Rule 8.14 Travel expenses for individuals other than staff members

8.14.1 Expenses for mission travel undertaken by consultants and other individuals who are not staff members but are travelling at the request or invitation of the Director-General shall be paid in accordance with the travel rules and procedures applicable under these Rules, subject to the following provisions:

- a. When travel expenses for the individual concerned are partly or fully paid by a third party, the contribution of the GGGI shall be reduced or eliminated accordingly;
- b. The appropriate class of travel by air or by train shall be determined by reference to the GGGI category and level corresponding to the rank, qualifications, experience, and functions of the individual requested or invited to undertake mission travel for the GGGI.

8.14.2 External candidates for GGGI positions who have been requested to travel to headquarters or another established office in order to be interviewed for a position shall be responsible for making their own travel arrangements, except

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when other arrangements have been approved by the Director-General. Travel expenses shall be reimbursed to candidates as provided in the following table:

Level of position for which the candidate is interviewed	Class of air travel	Hotel accommodation	Daily Subsistence Allowance
C4 and above	Business class	3 nights in standard room (up to KRW300,000 per night in Korea)	Paid for all levels at the rate applicable for the location where the interview takes place
C3	Business class for travel of 7 hours or longer; Economy class otherwise.	2 nights in standard room (up to KRW300,000 per night in Korea)	
C2	Economy class	2 nights in standard room (up to KRW300,000 per night in Korea)	

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STAFF REGULATIONS

ARTICLE 9: STAFF RELATIONS

Regulation 9.1

The Director-General shall establish and maintain continuous contact and communication with the staff in order to ensure the effective participation of the staff in identifying, examining and resolving issues relating to human resources policies, conditions of work and staff welfare.

To this end, Director-General shall explore establishment of an external ombudsman.

STAFF RULES

Chapter 9: Staff relations

[There are no Staff Rules under Chapter 9 at this time.]

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STAFF REGULATIONS

ARTICLE 10: SEPARATION FROM SERVICE

Regulation 10.1

Resignation

Staff members may resign from service upon giving the Director-General the notice required under the terms of their appointment. The Director-General and the staff member concerned may agree on a shorter or a longer notice period.

Regulation 10.2

Termination of appointment by the Director-General

(a) The Director-General may terminate the appointment of a staff member who holds a temporary or a fixed-term appointment prior to the expiration date of the appointment in accordance with the terms of such appointment or for any of the following reasons:

- i. if the necessities of service require abolition of the post or reduction of the staff;*
- ii. if the services of the staff member prove unsatisfactory;*
- iii. if the staff member is, for reasons of health, incapacitated for further service;*
- iv. if the conduct of the staff member indicates that the staff member does not meet the highest standards of integrity required by regulation 2.4;*
- v. if facts anterior to the appointment of the staff member and relevant to his or her suitability come to light that, if they had been known at the time of his or her appointment, would have precluded his or her appointment;*
- vi. in the interest of the good administration of the GGGI, provided that the action is not contested by the staff member concerned.*

(b) The Director-General shall give reasons for the termination of the appointment of a staff member.

(c) If the Director-General terminates an appointment, the staff member shall be given such notice and such indemnity payment as may be applicable under the GGGI Staff Regulations and Rules. Payment of termination indemnity shall be made by the Director-General in accordance with the rates and conditions specified in Annex III to these regulations.

STAFF RULES

Chapter 10: Separation from service

Rule 10.1 Definition

10.1.1 "Separation from service" means the administrative process through which a person previously employed as a staff member by the GGGI will no longer have that status, and at the end of which his or her final entitlements will be established and settled. Separation from service may be as a result of any of the following:

- a. Resignation;
- b. Abandonment of post;
- c. Expiration of appointment;
- d. Retirement;
- e. Non-confirmation of appointment;
- f. Termination of appointment;
- g. Death of the staff member.

Rule 10.2 Resignation

10.2.1 Resignation is a separation initiated by the staff member by submitting a written resignation to the Director-General.

10.2.2 Staff members on a fixed-term appointment shall give not less than 30 calendar days' written notice of resignation.

10.2.3 Staff members on a short-term appointment shall give not less than 15 calendar days' written notice.

10.2.4 The Director-General may accept a resignation on shorter notice.

10.2.5 No termination indemnity is payable in cases of resignation.

Rule 10.3 Abandonment of post

10.3.1 Abandonment of post is a separation from service initiated by a staff member other than by resignation.

10.3.2 Absence from work in cases other than duly authorized leave (annual leave, special leave, sick leave, maternity, paternity or adoption leave) shall be reported by the Director of the office concerned to the Human Resources office no later than the second day of absence. Subsequently:

- a. The staff member shall be requested to explain his or her absence and to return to work immediately in the absence of a legitimate reason for the

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absence. The same communication shall remind the staff member of staff regulation 6.1(b) which provides that no salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was due to reasons beyond their control.

- b. In the absence of a reason acceptable by the Director-General, the staff member shall be instructed to return to work within a specified period, and shall be advised that failure to do so shall be treated as abandonment of post on his or her part and lead to separation from service.
- c. Failure to return to work within the specified period shall constitute abandonment of post and the staff member shall be separated from service.

10.3.3 Separation as a result of abandonment of post shall not constitute “termination” within the meaning of the Staff Regulations and Rules. No notice period shall be required to be given by the Director-General and no termination indemnity shall be paid.

Rule 10.4 Expiration of appointment

- 10.4.1 Fixed-term and short-term appointments shall expire automatically and without prior notice on the expiration date specified in the letter of appointment. No termination indemnity is payable.
- 10.4.2 Whenever possible, the staff member shall be informed in advance of the Director-General’s decision not to renew or extend the appointment at least 30 days before the expiration date of a fixed-term appointment, and at least 15 days before the expiration date of a short-term appointment.
- 10.4.3 No termination indemnity is payable upon separation as a result of expiration of a fixed-term or short-term appointment.

Rule 10.5 Retirement

- 10.5.1 Staff members shall retire when they reach the age of 65. Separation from service on retirement shall be effective on the last day of the month in which the staff member reaches retirement age.
- 10.5.2 The Director-General has discretion to extend the appointment of a staff member beyond the normal age of retirement when he or she considers that the continued services of the staff member is essential to the operation of the GGGI.
- 10.5.3 No termination indemnity is payable upon separation due to retirement.

Rule 10.6 Non-confirmation of appointment

- 10.6.1 When a staff member’s performance and/or conduct during the probationary period required by staff regulation 5.4(c) and rule 5.7 have been assessed

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negatively, the appointment shall not be confirmed and the staff member shall be separated from service.

- 10.6.2 The Director-General shall consider the Probation Assessment prepared in accordance with rules 5.7.5 or 5.7.6, as appropriate, prior to making a decision whether or not to confirm the appointment at the end of the probationary period.
- 10.6.3 Should the Director-General decide to terminate the appointment during or at the end of the probation period, the staff member concerned shall be informed in writing of the decision and of its grounds, and shall be given one week's notice of termination or receive compensation of one week's salary in lieu of notice.¹
- 10.6.4 In accordance with paragraph c(ii) of Annex III to the Staff Regulations, no termination indemnity shall be payable on non-confirmation of appointment.

Rule 10.7 Termination of appointment

- 10.7.1 "Termination" within the meaning of the Staff Regulations and Rules is a separation from service initiated by the Director-General.
- 10.7.2 The Director-General may terminate the appointment of a staff member who holds a short-term or fixed-term appointment prior to the expiration date of the appointment in accordance with the terms of the appointment or on any of the following grounds:
- a. The necessities of service require abolition of the post or reduction of the staff;
 - b. The services of the staff member prove unsatisfactory;
 - c. The staff member is, for reasons of health, incapacitated for further service;
 - d. The conduct of the staff member indicates that the staff member does not meet the standards required by staff regulation 2.4;
 - e. Facts anterior to the appointment of the staff member and relevant to his or her suitability come to light that, if they had been known prior to recruitment, would have precluded the appointment of the staff member;
 - f. Dismissal or summary dismissal in accordance with staff regulation 11.1 and chapter 11 of the Staff Rules;
 - g. The interest of the good administration of the GGGI, provided that the action is not contested by the staff member concerned.
- 10.7.3 In the event the Director-General terminates an appointment, the staff member shall be informed of the grounds for such termination and be given notice as follows:
- a. 30 calendar days for fixed-term appointments;
 - b. 15 calendar days for short-term appointments.

¹ This is a more suitable location for the provision in rule 5.7.7, which would be moved and be renumbered 10.6.3.

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No notice shall be required in cases of summary dismissal imposed under staff regulation 11.1(b).

- 10.7.4 Payment of a termination indemnity shall be made by the Director-General in accordance with the rates and conditions specified in Annex III to the Staff Regulations and rule 10.8.

Rule 10.8 Termination indemnity

- 10.8.1 Payment of a termination indemnity under Annex III to the Staff Regulations shall be calculated on the basis of the net base salary payable to the staff member as of the effective date of separation.
- 10.8.2 Length of service for purposes of computing the termination indemnity shall comprise the total period of a staff member's full-time continuous service. Periods of special leave with partial pay or without pay of one month or longer shall not be taken into account when determining the length of service for purposes of computing the termination indemnity.

Rule 10.9 Commutation of annual leave

- 10.9.1 When staff members separating from service have unused annual leave, they shall be paid a sum of money in commutation of such leave up to the maximum number of days specified by rule 6.3.8.
- 10.9.2 The payment shall be computed as follows:
- a. For staff in the Executive and Professional categories, at the daily rate of 1/22 of the total monthly amount computed on the basis of the staff member's net base salary plus any hardship, dispatch, and cost-of-living allowances that may be applicable;
 - b. For staff in the General/Junior Program Personnel category, at the daily rate of 1/22 of the monthly amount computed on the basis of the staff member's net base salary.

Rule 10.10 Restitution of advance annual and sick leave

- 10.10.1 When a staff member has taken advance annual or sick leave that has not been offset by leave accrued before the date of separation, the resulting negative leave balance shall be restituted by the staff member by means through deduction from final payments or by direct payment by the staff member.
- 10.10.2 The amount to be restituted shall be computed by using the formula defined in Rule 10.9.2, as appropriate.
- 10.10.3 The Director-General may waive the requirement to retribute advance annual and sick leave if, in his or her opinion, there are exceptional or compelling reasons for doing do.

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Rule 10.11 Return of GGGI property and documents

- 10.11.1 Upon separation from service, the staff member shall return to the GGGI without delay any and all GGGI property and documents.
- 10.11.2 Property to be returned includes any equipment entrusted to the staff member for the performance of his or her official functions, including but not limited to telephone(s), computers and other IT equipment, together with passwords; key cards, identification cards and medical insurance cards.
- 10.11.3 Documents to be returned include any work-related documents, including but not limited to any documents, transcripts or notes in the possession or under the control of the staff member containing confidential information or otherwise relating to the activities of the GGGI.

Rule 10.12 Certificate of service

- 10.12.1 Any staff member who so requests shall, on leaving the service of the GGGI, be given a statement relating to the nature of his or her duties and the length of service.
- 10.12.2 Upon written request from the staff member, the statement issued by the GGGO shall also refer to quality of work and official conduct of the staff member concerned.

STAFF REGULATIONS

ARTICLE 11: DISCIPLINARY MEASURES

Regulation 11.1

(a) The Director-General may impose disciplinary measures on staff members who engage in misconduct.

(b) The Director-General may summarily dismiss a staff member for serious misconduct.

STAFF RULES

Chapter 11. - Disciplinary measures

Rule 11.1 Misconduct leading to the imposition of disciplinary measures

11.1.1 Misconduct occurs when a staff member, by act or omission, fails to comply with his or her obligations under the Staff Regulations and Rules, including the Code of Conduct; the Financial Regulations and Rules; and instructions or directives issued by the Director-General.

11.1.2 Examples of misconduct include, but are not limited to:

- a. Unlawful acts (e.g., theft, fraud, possession or sale of illegal substances, smuggling) on or off GGGI premises, and whether or not the staff member was officially on duty at the time;
- b. Misrepresentation, forgery or false certification in connection with any GGGI claim or benefit, including failure to disclose a fact material to that claim or benefit;
- c. Assault upon, harassment of, or threats to other staff members;
- d. Misuse of GGGI property, equipment or files, including electronic files;
- e. Misuse of office; abuse of authority; breach of confidentiality;
- f. Repeated failure to respect working hours by late arrival, early departure, or unauthorized absence from the office during working hours;
- g. Unauthorized outside activities, remunerated or non-remunerated, when such activities conflict with the performance of official duties or are in conflict with the interests of the GGGI;
- h. Abuse of any privileges, exemptions and immunities granted to the GGGI;
- i. Acts or behavior that could damage the reputation or credit of the GGGI.

Rule 11.2 Notification of charges and reply

11.2.1 Prior to the imposition of any disciplinary measure listed in rule 11.4.2, the following requirements shall be observed:

- a. The staff member shall be notified in writing of the charges made against him or her and be provided with a copy of any supporting evidence;
- b. At the same time, the staff member shall be given the opportunity to respond in writing to the charges and to submit any countervailing evidence within eight calendar days. This period may be shortened if the urgency of the situation so requires.

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11.2.2 The Director-General, taking into account the staff member's response to the charges and the evidence he or she may have provided, shall decide whether to close the case or to refer the case to the machinery with Management Committee participation established under staff regulation 11.2 for advice on the imposition of one or more of the disciplinary measures listed in rule 11.4.

Rule 11.3 Administrative leave

11.3.1 The Director-General may place a staff member on administrative leave pending completion of the disciplinary process when the nature and the gravity of the alleged misconduct could pose a danger to the GGGI or to other staff members. Such placement is without prejudice to the rights of the staff member and does not constitute a disciplinary measure.

11.3.2 A staff member placed on administrative leave shall be informed in writing of the reason(s) for such leave and of its probable duration, which shall not normally be for more than three months.

11.3.3 Administrative leave shall normally be with full pay. In exceptional circumstances, the Director-General may decide that administrative leave without pay is warranted. If the staff member is placed on administrative leave without pay and the charges are subsequently dropped or found not to warrant dismissal, the staff member shall retroactively be restored in full pay status.

11.3.4 A staff member placed on administrative leave may not enter GGGI premises without requesting and obtaining the Director-General's permission.

Rule 11.4 Disciplinary measures

11.4.1 Once the Director-General has determined that misconduct has occurred, one or more disciplinary measures proportionate to the gravity of the misconduct may be imposed.

11.4.2 Disciplinary measures may take the form of one or more of the following:

- a. Written censure;
- b. Deferment for a specified period of eligibility to be considered for a salary increment within the same pay band or for promotion to a higher grade level;
- c. Salary decrease by lowering the placement of the staff member within a pay band or by demoting the staff member to a lower grade level;
- d. Suspension on half pay for a specified period;
- e. Dismissal;
- f. Summary dismissal, in which case the staff member shall be dismissed without prior notice and shall not receive any termination indemnity.

11.4.3 An oral or written reprimand given by a supervisor is not a disciplinary measure and shall not require compliance with the provisions of rule 11.2.

Rule 11.5 Confidentiality of disciplinary proceedings

- 11.5.1 Inclusion in the official record of service of a staff member of documents relating to a disciplinary proceeding shall be limited to the following:
- a. The Director-General's letter informing the staff member concerned of the decision to impose one or more disciplinary measures; and
 - b. Related communications required for the implementation of such decision.
- 11.5.2 Any other documents, including the disciplinary charges and related evidence, and the staff member's comments and related evidence, shall remain confidential and may not be included in the staff member's official record of service with the GGGI.

STAFF REGULATIONS

ARTICLE 12: ADMINISTRATION OF JUSTICE

Regulation 12.1

Staff members have the right to appeal against administrative decisions affecting them directly. The appeal must be based on an alleged non-observance of their terms of appointment, including pertinent Staff Regulations and Rules.

Regulation 12.2

The Director-General shall establish machinery with staff participation to advise him or her on appeals submitted by staff members against administrative decisions affecting them directly.

Regulation 12.3

The Director-General shall make arrangements for staff members dissatisfied with the outcome of the internal appeal process under regulations 12.1 and 12.2, to have access to an independent arbitral mechanism if they wish to present a recourse against the validity of the final decision taken by the Director-General.

STAFF RULES

Chapter 12: Appeals and administration of justice

Rule 12.1 Right to appeal

- 12.1.1 Staff members have the right to appeal against administrative decisions affecting them directly. The appeal must be based on an alleged non-observance of their terms of appointment, including pertinent Staff Regulations and Rules.
- 12.1.2 An appeal against an administrative decision shall not have the effect of suspending action on the contested decision.

Rule 12.2 Establishment of an Appeals Board

- 12.2.1 The Director-General shall establish an Appeals Board with staff participation to advise him or her on the disposition of appeals submitted by staff members in accordance with the provisions of rule 12.3.
- 12.2.2 The Appeals Board shall be composed as follows:
- a. One member appointed by the Director-General;
 - b. One member designated by the staff of the GGGI and subsequently appointed by the Director-General;
 - c. A chairperson appointed by the Director-General after consultation with the staff-designated member of the Board.
- 12.2.3 Members of the Appeals Board shall be at least at the grade level of the appellant.

Rule 12.3 Internal appeal process

- 12.3.1 Staff members wishing to appeal an administrative decision other than non-confirmation of appointment governed by rule 12.4 shall follow the internal appeal process set out below:
- a. As a first step, the staff member shall address to the Director-General a written request for management review of the decision within 30 calendar days of being informed of that decision.
 - b. If the staff member is not satisfied with the answer received, or if no answer is received within 15 days of receipt of the request for management review, the staff member may submit an appeal to the body with staff participation established under staff regulation 12.2.
 - c. The time limit for filing an appeal is 30 calendar days after the answer to the request for review. If no answer was provided, the time limit is 30 calendar days after the expiration of the 15-day period during which a timely answer could have been provided.

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- 12.3.2 The Appeals Board shall consider the appeal expeditiously and advise the Director-General of its findings and recommendations.
- 12.3.3 In cases where the contested administrative decision is based on an assessment of the efficiency or relative efficiency of the appellant, the Appeals Board shall consider only whether the applicable procedures were followed and whether the decision was improperly motivated by prejudice or some other extraneous factor.
- 12.3.3 The Director-General shall make a final decision on the appeal, in light of the findings and recommendations of the Appeals Board.
- 12.3.4 The staff member may challenge the Director-General's final decision before the independent arbitral mechanism provided under staff regulation 12.3.
- 12.3.5 The Director-General shall establish detailed procedures as may be needed for the implementation of the appeals process.

Rule 12.4 Appeal against non-confirmation of appointment

- 12.4.1 A decision taken under rule 10.6 not to confirm a staff member's appointment based on a negative assessment of a staff member's performance and/or conduct during a probationary period may be appealed in writing to the Director-General within 15 calendar days of receipt of notice of non-confirmation.
- 12.4.2 The Director-General's decision shall be final, and shall not be subject to the internal appeal process established in rule 12.3.
- 12.4.3 The staff member may submit a recourse against the Director-General's final decision to the independent arbitral mechanism provided under staff regulation 12.3.

Rule 12.5 Access to an independent arbitral mechanism

- 12.5.1 In accordance with staff regulation 12.3, the Director-General shall make arrangements to give access to an independent arbitral mechanism for staff members who are dissatisfied with the outcome of the internal appeal process and wish to present a recourse against the final decision taken by the Director-General.

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STAFF REGULATIONS

ARTICLE 13: GENERAL PROVISIONS

Regulation 13.1

Amendments

The present regulations may be amended by the Council, without prejudice to the acquired rights of staff members.

Regulation 13.2

Staff Rules

The Director-General shall provide and enforce such Staff Rules as he or she considers necessary in order to implement these regulations.

Regulation 13.3

Entry into force of new and amended Staff Rules

(a) New and/or amended Staff Rules shall be provisional until the requirements of the present regulation have been met. Provisional Staff Rules or amendments do not give rise to acquired rights for staff members.

(b) The Director-General shall report to the Council the full text of provisional new and/or amended Staff Rules. Should the Council find that a provisional rule or amendment is inconsistent with the intent and purpose of the Staff Regulations, it may direct that the rule or amendment be withdrawn or modified.

(c) The provisional rules and amendments reported by the Director-General, taking into account such modifications and/or deletions as may be directed by the Council, shall enter into full force and effect no later than thirty days after the end of the Council meeting having considered the provisional rules or amendments, unless the Council decides on a different date.

STAFF RULES

Chapter 13: General provisions

Rule 13.1 Purpose of the Staff Rules

13.1.1 The Staff Rules are issued by the Director-General to implement the provisions of the Staff Regulations as necessary.

Rule 13.2 Relationship between Staff Regulations and Staff Rules

13.2.1 In the event of conflict between the Staff Regulations and the Staff Rules, the Staff Regulations shall prevail.

Rule 13.3 Amendments to the Staff Rules

13.3.1 Subject to staff regulation 13.3, the Staff Rules may be amended by the Director-General in a manner consistent with the Staff Regulations.

Rule 13.4 Exceptions to the Staff Rules

13.4.1 The Director-General may make exceptions to the Staff Rules provided that the following requirements are met:

- a. The exception is not inconsistent with any staff regulation or other decision of the Council;
- b. The exception is agreed to by the staff member directly affected and is, in the opinion of the Director-General, not prejudicial to the interests of any other staff member or group of staff members.

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ANNEXES TO THE STAFF REGULATIONS**Annex I****GGGI grade system and salary scales for staff in the Executive and Professional categories**

	Grade	Base Salary USD(Min-Max)
Executives	Director-General	Up to \$275,000 + up to 10% bonus
	Deputy Director-General	Up to \$212,000 + up to 10% bonus
	Assistant Director-General	Up to \$202,000 + up to 10% bonus
	Chief Financial Officer	Up to \$192,000 + up to 10% bonus

	Grade	Work Experience	Title	Base Salary USD (Min-Max)
Professional	C5	15 - 17	Director	157,877 - 185,603
	C4	13 - 15	Deputy Director	132,000 - 157,877
	C3	7 - 12	Senior Program Manager	111,684 - 144,725
	C2	3 - 6	Program Manager	61,569 - 123,460

NOTE: The GGGI grade system and salary scales for staff in the General/Junior Program Personnel category are set out in Annex 1 to the Staff Rules.

Annex II

Letters of appointment

(a) The letter of appointment shall state:

- i. that the appointment is subject to the provisions of the Staff Regulations, the Staff Rules including the Code of Conduct applicable to the category of appointment in question and to changes which may be duly made in such regulations and rules from time to time;*
- ii. the nature of the appointment;*
- iii. the date at which the staff member is required to enter upon his or her duties;*
- iv. the period of appointment, the notice required to terminate it and the period of probation, if any;*
- v. the category, level, commencing rate of salary and information on the scale of increments, if applicable;*
- vi. any special conditions which may be applicable;*
- vii. [for temporary appointments:] that a temporary appointment does not carry any expectancy, legal or otherwise, of renewal. A temporary appointment shall not be converted to any other type of appointment;*
- viii. [for fixed-term appointments:] that a fixed-term appointment does not carry any expectancy, legal or otherwise, of renewal or conversion, irrespective of the length of service or its extension.*

(b) A copy of the Staff Regulations and of the Staff Rules including the Code of Conduct shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he or she has been acquainted with and accepts the conditions laid down in the Staff Regulations and in the Staff Rules, including the Code of Conduct.

(c) The letter of appointment shall require the staff member to affirm that he or she has read the Code of Conduct and understands that its provisions constitute fundamental conditions of employment with the GGGI.

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Annex III

Termination indemnity

Staff members whose appointments are terminated shall be paid an indemnity in accordance with the following provisions:

(a) Except as provided in paragraphs (b) and (c) below, the termination indemnity shall be paid in accordance with the following schedule:

Completed years of service	Temporary appointments exceeding six months	Fixed-term appointments
Less than 1	One week's base salary for each month of uncompleted service subject to a minimum of six weeks' and a maximum of three months' indemnity pay	One week's base salary for each month of uncompleted service subject to a minimum of six weeks' and a maximum of three months' indemnity pay
1		
2		
3		
4		
5	Not applicable	
6		3 months' base salary after 6
7 years and longer		5 months' base salary after at least 7

(b) A staff member whose appointment is terminated for unsatisfactory service or who for disciplinary reasons is separated from service for misconduct other than by dismissal may be paid, at the discretion of the Director-General, an indemnity not exceeding one half of the indemnity provided under paragraph (a) of the present annex;

(c) No indemnity payments shall be made to:

- i. A staff member who resigns, except where termination notice has been given and the termination date agreed upon;*
- ii. A staff member whose appointment is not confirmed at the end of the probationary period;*
- iii. A staff member who has a temporary or a fixed-term appointment that is completed on the expiration date specified in the letter of appointment;*
- iv. A staff member who is dismissed;*
- v. A staff member who abandons his or her post.*

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ANNEX 1 TO THE STAFF RULES**Grade and salary scales for staff in the General/Junior Program Personnel category**

General / Junior Program Personnel (Seoul) fx. 1,111.00 31-Mar-13	Grade	Work Experience	Title	Base Salary (USD, Min-Max)
	G3	10	Senior Officer	56,628 – 77,839
	G2	3 - 7	Program Officer	41,037 – 67,120
	G1	1 - 3	Program Assistant	19,788 – 47,385

General / Junior Program Personnel (Copenhagen) fx. 5.813 31-Mar-13	Grade	Work Experience	Title	Base Salary (USD, Min-Max)
	G3	10	Senior Officer	62,608 – 98,084
	G2	3 - 7	Program Officer	51,275 – 89,167
	G1	1 - 3	Program Assistant	33,777 – 72,373

General / Junior Program Personnel (Abu Dhabi) fx.3.673 31-Mar-13	Grade	Work Experience	Title	Base Salary (USD, Min-Max)
	G3	10	Senior Officer	78,105 – 129,739
	G2	3 - 7	Program Officer	59,058 – 112,816
	G1	1 - 3	Program Assistant	33,766 – 85,308

General / Junior Program Personnel (London) fx. 1.519 31-Mar-13	Grade	Work Experience	Title	Base Salary (USD, Min-Max)
	G3	10	Senior Officer	48,997 – 82,275
	G2	3 - 7	Program Officer	39,052 – 73,492
	G1	1 - 3	Program Assistant	24,819 – 58,516

**Pay scale for General/Junior program personnel is based on the ICSC local salary survey data.*

ANNEX 2 TO THE STAFF RULES

Code of Conduct

Part I. - Purpose and scope of the Code of Conduct

1. The purpose of the Code of Conduct (hereinafter, the “Code”) is to elaborate on the basic principles set out in staff regulations 2.3 to 2.9 in order to assist the GGGI, its staff and other personnel in achieving the purpose and objectives of the GGGI defined in the Agreement on the Establishment of the Global Green Growth Institute.
2. The foundation of the Code is Article 10.7 of the Establishment Agreement, which provides that “[e]fficiency, competence, merit and integrity shall be the necessary considerations in the recruitment and employment of the staff, taking into account the principle of gender equality.” This fundamental requirement is the basis for the GGGI’s core values: professionalism, integrity and respect for diversity, all of which underpin the specific obligations placed on the staff of the GGGI.
3. The obligations specified in this Code apply to all staff members, including the Director-General. Unless otherwise specified, these obligations also apply to all other personnel performing functions at the request of the GGGI, whether on the basis of a secondment agreement, a consultancy contract or on some other basis. The terms of service of such personnel shall make the Code applicable to them, and they shall be required to acknowledge that they have received a copy of the Code. Staff members and other personnel are accountable to the Director-General for the manner in which they comply with their obligations. The Director-General is accountable to the Council.
4. Staff members must be aware that failure to comply with their obligations under the Staff Regulations and Rules, including this Code, the Financial Regulations and Rules, and the Director-General’s directives and instructions shall carry serious consequences, including a negative assessment of their performance and conduct, non-renewal or termination of appointment or contract, and/or disciplinary proceedings which may lead to dismissal or summary dismissal.

Part II. - Core Values

Professionalism

5. Staff members shall demonstrate the highest standards of competence and efficiency and shall meet their professional goals and commitments with a view to achieving the purpose and objectives of the GGGI rather than their personal concerns.

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Integrity

6. Integrity is a core value to be demonstrated by staff members in all aspects of their professional conduct and personal behavior. Integrity includes honesty, truthfulness, impartiality, reliability, and incorruptibility, as well as the duty to live up to the promise made by staff members in the declaration of office required by staff regulation 2.10 to exercise their functions in all loyalty, discretion and conscience. Staff members should be aware that the reputation of the GGGI can be tarnished by their failure to live up to the highest standards of integrity and of the need for them to take prompt and appropriate action to deal with improper behavior in the work place.

Respect for diversity

7. Diversity of the workforce is an invaluable asset to the accomplishment of the GGGI's mission, as it brings together individuals from different backgrounds, cultures, genders and professional experience. Staff members are expected to welcome and respect diversity of persons and points of view, and its potential to enrich the work done by the GGGI.

Part III. - Specific obligations

Professional obligations

8. Throughout their service with the GGGI, staff members shall comply with their obligations under the Staff Regulations and Rules, including this Code, the Financial Regulations and Rules, and directives and instructions issued by the Director-General.
9. Staff members are subject to the authority of the Director-General including his or her decisions on assignment of any staff member to any of the activities or offices of the GGGI.
10. Staff members shall faithfully and diligently perform all aspects of their official duties in an efficient, competent and professional manner. In the exercise of their functions, they shall not act beyond the scope of their authority. They shall follow directions and instructions properly given by the Director-General and/or their supervisors.
11. Staff members shall not use their office or the knowledge gained from their official functions for private advantage or for the private advantage of any third party.
12. Staff members shall exercise the utmost discretion with regard to all matters of official business. They shall not communicate to any Government, entity, person or other third party any information known to them by reason of their official position that they know or ought to have known has not been made public, except as appropriate in the normal course of their duties or by authorization of the Director-General. These obligations do not cease upon separation from service.

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13. Staff members shall respect normal working hours and, whenever necessary in their professional judgment or at the request of a supervisor, they shall work beyond normal working hours. During the work day, they shall limit time spent on personal matters to an absolute minimum.

Use of the GGGI's property and assets

14. Staff members are responsible for ensuring the appropriate use and protection of the GGGI's property and assets, and for avoiding waste and abuse. Property and assets include financial resources, material assets such as facilities, equipment and supplies, and other resources such as staff time. These resources should be used with care for purposes directly related to official objectives and duties.
15. Careless or improper use of resources, whether it involves abuse of the procurement process, theft of property, false claims for sick leave, false certification of information on the basis of which the GGGI establishes entitlements, or waste of staff time on private business, is incompatible with personal integrity.
16. When using the GGGI's information and communication technology (ICT) resources, staff members shall only use software approved by the responsible official. They may not knowingly or through negligence create false or misleading data; make data available to unauthorized persons; damage, delete, alter or conceal data or attempt to access data on any system without authorization.
17. While limited personal use of the GGGI's ICT resources is permitted within reasonable boundaries, staff members must ensure that this does not result in additional costs to the GGGI, encroach on their work time or prevent them in any way from performing all their official duties. They must refrain from any use that may have a deleterious effect on the integrity or efficiency of the ICT resources.
18. Staff members are reminded that all rights, title, copyright and patent rights, in any work created as part of their official duties with the GGGI are vested in the GGGI and that they may not claim ownership of such rights or benefit from them other than as authorized by the Director-General.

Relations with work colleagues

19. Staff members must use the authority attached to their official functions with utmost respect for their work colleagues and shall not abuse the authority associated with their position in the GGGI.
20. Every person working for the GGGI has the right to an environment free of discrimination and harassment, including sexual harassment. No staff member shall engage in discrimination, harassment or sexual harassment against an individual or group of individuals on any basis or in any form. For the purposes of the Code, the following definitions shall apply:

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- a. "Discrimination" shall mean any unfair treatment or arbitrary distinction based on a person's race, sex, religion, nationality, ethnic origin, sexual orientation, disability, age, language, social origin or other status. Discrimination may be an isolated event affecting one person or a group of persons similarly situated, or may manifest itself through harassment or abuse of authority.
 - b. "Harassment" shall mean any improper and unwelcome conduct that might reasonably be expected to cause offence or humiliation to another person. Harassment may take the form of words, gestures or actions which tend to annoy, alarm, abuse, demean, intimidate, humiliate or embarrass another or which create an intimidating, hostile or offensive work environment. Harassment normally implies a series of incidents. Legitimate disagreements on work performance do not constitute harassment and are resolved in the context of performance management.
 - c. "Sexual harassment" shall mean any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected to cause offence or humiliation to another, especially when such conduct interferes with work, or is made a condition of employment, or creates an intimidating, hostile or offensive work environment. While typically involving a pattern of behaviour, it can take the form of a single incident. Sexual harassment may occur between persons of the opposite or same sex.
21. Staff members shall not seek to obtain confidential information including personnel files, medical records, and information concerning audits, investigations, appeals and disciplinary actions unless they have been specifically authorized to do so for the performance of their official functions. Should they become aware of such information other than in the context of their official duties, they are prohibited from disseminating it, and should report the fact that confidentiality has been breached to the official responsible to protect the confidentiality of the information that has been disclosed.

Relations with governments and their representatives

22. Staff members shall serve the interests of the GGGI only and shall not seek or accept instructions from governments or their representatives in regard to the performance of their duties. They shall not lobby or seek support from government representatives or members of governing bodies to obtain advancement, either for themselves or for others, or to block or reverse unfavourable decisions regarding their status or that of others.
23. Staff members shall maintain the best possible relations with governments and avoid any action that might impair these relations. They shall not interfere in the policies or affairs of governments. It is unacceptable for them, either individually or collectively, to criticize or try to discredit a government. At the same time, it is

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understood that staff members may speak freely in support of the GGGI's policies, and have the right to express their political preferences within the bounds of paragraphs 31 and 32 below.

24. Staff members are not representatives of their countries, nor do they have authority to act as liaison agents between the GGGI and any government. Exceptionally, the Director-General may request an individual to liaise with a government – a unique role for which international loyalty and integrity are essential.
25. Staff members must immediately report to their supervisors any real or perceived undue pressure exercised by any government or its agents to influence decisions to be made by the Director-General or governing bodies.

Relations with the media

26. Staff members shall not, except in the normal course of their official duties or with the prior approval of the Director-General, communicate with the media on any matters that relate to the purpose, activities or interests of the GGGI. This includes speaking engagements, participation in public events or submission of material for publication, electronically or otherwise.
27. When authorized to speak with the media, staff members must be aware that they speak in the name of the GGGI and must avoid personal preferences and views that may be at variance with those of the GGGI. Under no circumstances should they use the media to further their own interests, air their own grievances, or reveal unauthorized information. No attempt should be made to influence policy decisions under consideration by the GGGI, whether this is done to obtain personal benefit or to further a personal agenda.

Relations with the public

28. Consistent with their duty of loyalty to the GGGI, staff members may not air personal grievances or criticize the GGGI in public. Should they face criticism of their work or of the GGGI, they are expected to respond with tact and restraint, promoting at all times a positive image of the GGGI.
29. While staff members are expected to promote openness and transparency, they must exercise the utmost discretion on all matters of official business. They may not disclose information that has not been made public by the GGGI or to which access is not permitted under applicable policies and rules. This includes information that is known to them because of their work for the GGGI, even when that information is not specifically protected as confidential. These obligations do not cease upon separation from service.

Private conduct

30. The GGGI does not seek to regulate the private personal conduct of its staff, unless it could bring the GGGI into disrepute, or interfere with performance of their official

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duties. Staff members should be aware that their private conduct may become the object of public scrutiny, and that their relationship with the GGGI carries special constraints as regards their private conduct, especially when such conduct puts into question their personal integrity and by inference the integrity of the GGGI. Accordingly, staff members are expected:

- a. To refrain from engaging in any form of criminal activity, and to respect local laws and police regulations;
 - b. To refrain from any misrepresentation of their official functions, title or duties, especially when this is done in order to obtain some personal advantage or benefit;
 - c. To refrain from engaging in conduct which is, or may be perceived to be, an abuse of the privileges and immunities that are conferred solely in the interest of the GGGI, and not for the personal benefit of staff;
 - d. To fulfil their private financial obligations.
31. Staff members are free to express their political preferences by exercising their right to vote. They may be members of a political party provided that its prevailing views and the obligations imposed on its members are consistent with their status as staff members of an international organization and their obligations towards the GGGI. They must exercise discretion in their support for a political party or campaign, and may not accept or solicit funds, write articles, or make public speeches, statements or endorsements to the press for this purpose.
32. In view of their status as GGGI staff members, and of the consequent obligation to maintain impartiality and independence from Governments, staff members may not participate in political activities, such as standing for election or holding a political office.
33. Staff members are encouraged to participate in outside professional activities that foster contacts with private and public bodies and thus serve to maintain and enhance their professional and technical competencies, subject to the requirements on outside employment and activities specified in paragraphs 46 to 50 below. They are also encouraged to participate in local community or civic activities, provided such participation does not prejudice the full discharge of their official functions.

Conflict of Interest

34. A “conflict of interest” arises when a staff member or a family member has financial, professional or other interests which could interfere with the proper discharge of the staff member’s professional duties as a GGGI official by creating a situation where the staff member, a family member, or a third party whom the staff member wishes to favor could benefit or be perceived to benefit, directly or indirectly, from

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decisions taken by the staff member or which the staff member is in a position to influence.

35. In general, and without limitation, a conflict of interest may be deemed to exist in the following situations:
 - a. Where a staff member's financial interest, or the interests of a family member or of a third party with which the staff member or a family member is associated, could affect the conduct of the staff member's duties and responsibilities with respect to the GGGI or result in a reasonable perception that such a conflict exists;
 - b. Where the staff member's action could reasonably be seen to compromise or undermine the trust that the public places in the GGGI; or
 - c. Where the staff member's actions create the perception that the staff member is using his or her position in the GGGI for personal benefit or the benefit of a family member or of a third party with which the staff member is associated.
36. Such conflict of interest situations, or a reasonable perception that a conflict of interest exists, do not necessarily imply corruption, wrongdoing or inappropriate activities. However, they must be identified and managed in a way that ensures observance of the highest standard of ethical conduct by staff members conducting GGGI affairs and builds broad public trust and confidence in the GGGI's decision-making and operations.
37. Conflicts of interest can only be appropriately avoided by clearly placing the interests of the GGGI above other interests. In particular, staff members shall not:
 - a. Hold a financial interest in, or be actively associated with the management of, any profit-making business or other entity if it were possible for the staff member, a family member or a third party entity with which the staff member is associated, to benefit from such financial interest or association by reason of the staff member's position with the GGGI;
 - b. Solicit or accept any benefits including economic benefit for themselves, a family member or a third party with which the staff member is associated;
 - c. Assist family members or a third party with which the staff member is associated in their dealings with the GGGI;
 - d. Take advantage or obtain a personal benefit, or allow a family member or a third party with which the staff member is associated to benefit improperly, directly or indirectly, from information obtained in the course of their official duties that is not generally available to the public;

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- e. Directly or indirectly use, or allow the use of, the GGGI's property and any property entrusted to the GGGI, for anything other than officially approved activities;
 - f. Allow their actions and decisions to be influenced by the prospect of employment by an a third party for themselves or a family member.
38. Staff members shall disclose to the Director-General, immediately and in writing, any actual or potential conflicts of interest, including those that derive from any family member or third party with which the staff member is associated, and the nature of such conflict, whenever they become aware that a conflict exists or is reasonably likely to occur, or where it is reasonable to conclude that there is an appearance of a conflict. After review, the Director-General shall decide whether an actual or potential conflict of interest or the appearance thereof, exists.
39. When an actual or potential conflict of interest has been found to exist or to appear to exist, the staff member shall no longer be involved in the matter that has given rise to the conflict unless the Director-General decides that the staff member may continue to be involved under conditions appropriate to safeguard against consequences detrimental to the GGGI resulting from the conflict of interest.
40. Should information come to light indicating that a staff member failed to disclose an actual or potential conflict of interest, the Director-General shall request the staff member to explain the alleged failure to disclose. If, after considering the response and making further investigations as may be warranted, the Director-General determines that the staff member has failed to carry out his or her obligation to disclose the conflict of interest, he or she shall pursue whatever action may be appropriate under the applicable regulations and rules of the GGGI.
41. Should a conflict of interest situation arise on the part of the Director-General or another staff member in the Executive category, the provisions of paragraphs 38 to 40 shall be adjusted as follows:
- a. The Chair of the Council shall decide on appropriate action in the event the Director-General discloses to him or her an actual or potential conflict of interest, or the appearance thereof, and in the event the Chair of the Council is otherwise informed of such a conflict situation that has not been disclosed by the Director-General;
 - b. For staff members in the Executive category other than the Director-General, the Director-General shall inform the Chair of the Council of the situation, whether it was disclosed by the staff member concerned in accordance with paragraph 38, or whether the Director-General became aware of it through other means. The Chair of the Council shall decide whether one or more Council members are to participate in determining (i) whether a conflict of interest situation exists (paragraph 38); (ii) the protective measures to be

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taken (paragraph 39); and (iii) the action to be taken when the staff member concerned has failed to disclose the situation (paragraph 40).

Gifts, honours & remuneration

42. Staff regulation 2.6 severely restricts the possibility for staff members to accept any honour, decoration, remuneration, favour or gift of any monetary value because acceptance could create, or be perceived to create, a need for the recipient to reciprocate the favour in manner that could compromise the impartiality and objectivity required of all individuals performing services for the GGGI. Accordingly, during their service with the GGGI, staff members may not accept any honour, decoration, remuneration, or favour from a Government or any other source external to the GGGI, including non-governmental entities, commercial firms or individuals, unless the individual concerned has obtained authorization from the Director-General.
43. Where no real or potential conflict of interest has been found to exist, authorization to accept an honour or token remuneration will normally be granted where such acceptance is not incompatible with the interests of the GGGI and with the individual's status with the GGGI. This will be the case in most cases for acceptance of academic awards, distinctions, and tokens of a commemorative or honorary character, such as scrolls, certificates, trophies or other items of nominal or little monetary value.
44. With respect to gifts, and subject to the exceptions set out herein, staff members are prohibited from accepting gifts under circumstances where it could reasonably be construed that the gift is motivated by the position of the staff member concerned in the GGGI.
45. The following exceptions apply to the general prohibition against acceptance of gifts:
 - a. A staff member may accept unsolicited gifts on behalf of the GGGI when, in his or her judgment, refusal to do so would not be in the interest of GGGI. In such a case, a gift may be accepted on behalf of the GGGI Secretariat and be handed over as soon as possible to an office designated by the Director-General;
 - b. A staff member may accept unsolicited gifts valued at **US\$25** or less, provided that the aggregate value of individual gifts received from any one source does not exceed **US\$200** in a calendar year;
 - c. As part of their official functions, staff members may be expected to attend events such as official meals and receptions. Benefits associated with such attendance, such as food, drink or commemorative souvenirs, shall generally be considered as acceptable without prior authorization from the Director-General.

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Outside Employment and Activities

46. Staff members and other personnel engaged on a full-time basis shall not, without prior authorization from the Director-General, hold an office or engage in occupations, whether remunerated or not, outside their employment duties with the GGGI.
47. The request for authorization must disclose the nature and scope of the proposed activity or employment, whether any honorarium or other compensation will be received and, if so, the amount(s) involved.
48. Authorization shall not be granted when the Director-General finds that the proposed outside employment or activity would be incompatible with the status and/or obligations of the individual concerned, or with the interests or objectives of the GGGI.
49. Staff members and other personnel engaged on a full-time basis may not submit material for publication without obtaining prior authorization from the Director-General, who may subject authorization to specific conditions. Authorization will not be granted when publication would conflict with the GGGI's interests, or breach the obligation of discretion imposed by staff regulation 2.5(f). The obligation of discretion does not cease upon separation from service.
50. Staff members on leave, with or without pay, must bear in mind that while on approved leave they remain subject to the terms of their employment by the GGGI. Accordingly, they may only engage in outside activities during leave, paid or unpaid, after receipt of a written authorization from the Director-General.

Disclosure of interest statement

51. Every staff member at the C-5 level and above, and other staff members at any level for whom the Director-General has determined that their functions could lead to actual or apparent conflict of interest with the GGGI, are required by staff regulation 2.7(a) to prepare and submit a disclosure of interest statement.
52. Disclosure of interest statements shall be submitted annually and whenever there is a material change in the information previously submitted.
53. Disclosure of interest statements shall be submitted on the approved form and under procedures established by the Director-General.
54. Staff members must certify on the form that the disclosures made are true, correct, and complete to the best of their knowledge and belief, and that they understand that failure to provide true, complete, and accurate information to the best of their knowledge and belief may have serious consequences, including the institution of disciplinary proceedings.

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55. Disclosure of interest forms shall be maintained as strictly confidential, except as necessary to allow for review by the Director-General. In the event such review identifies situations in which an actual or potential conflict of interest exists, the Director-General shall take appropriate action in accordance with the provisions of paragraph 40 above.

Protection for staff members who provide information on possible cases of misconduct

56. Staff members must respond fully to requests for information from officials authorized by the Director-General to investigate possible misuse of funds, waste and abuse.
57. No retaliatory action or threat of retaliatory action shall be tolerated against those who provide in good faith to the appropriate official information substantiating a conflict of interest or a failure to comply with the Code on the part of other staff members. Engaging in retaliatory action or threatening to do so may itself constitute misconduct.
58. Staff members who believe in good faith that they have been the object or retaliatory action or threat of retaliatory action should immediately report it to the Director-General who shall determine whether a full investigation is warranted and, if so, shall take appropriate action in light of the results of the investigation.
59. It is important for all concerned to be aware that, when providing information on possible cases of misconduct to authorized officials, protection against retaliation requires them to act in good faith, on the basis of credible information and relevant documentation where available. Unsubstantiated gossip is actively discouraged. Malicious accusations made in bad faith to harm work colleagues are a serious failure to live up to the standard of integrity expected of all staff members and, where established, would lead to disciplinary proceedings against a staff member having engaged in such conduct.
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