IGC Staff Regulations and Rules

The Staff Regulations and Rules were adopted by the Council at its 111th Session in July 1989 (document CL111/9). The attached Staff Rules and Regulations incorporate all subsequent amendments, including those agreed by the Council on 1 December 1992 (document CL118/13) and the revised Staff Rules on Disability insurance and Sick leave (602 and 308) as notified by the Executive Director to staff on 3 September 2003.

On 10 December 2008, the Council agreed to adjust the calculation of end-of-service benefit contributions for Professional and Higher staff as proposed by the Secretariat (Rule 601) with effect from 1 July 2009 (as per document EX(08/09)2/5). Accordingly, the Rule was amended as approved by the Executive Committee on 6 May 2009. It also approved an additional amendment to the Rule, deleting the words “after six months’ service” at the end of the first sentence.

On 8 June 2015, the Council adopted the amendments to the Staff Regulations and Rules as per document GC41/6 with immediate effect. The amended Rules stipulate that the retirement age of IGC staff shall be 65 years.
STAFF REGULATIONS AND STAFF RULES OF THE INTERNATIONAL GRAINS COUNCIL

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STAFF REGULATIONS AND STAFF RULES OF THE
INTERNATIONAL GRAINS COUNCIL

SCOPE AND PURPOSE

The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the Staff of the International Grains Council. They represent the broad principles of personnel policy for the staffing and administration of the Secretariat. The Executive Director shall provide and enforce such Staff Rules consistent with these principles as he considers necessary.

CHAPTER 1

DUTIES AND RESPONSIBILITIES

Regulation I. 1

Members of the Secretariat are international civil servants. Their responsibilities are not national but exclusively international. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct with the interests of the Council only in view.

Regulation I. 2

In the performance of their duties members of the Secretariat shall neither seek nor accept instructions from any Government or from any other authority external to the Council.

Regulation I. 3

Members of the Secretariat shall conduct themselves in their private affairs, as well as in the performance of their official duties, in such a manner as not to bring discredit to the Council.

Regulation I. 4

Staff members shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person any information known to them by reason of their official position which has not been made public, except in the course of their duties or by authorization of the Executive Director, nor shall they at any time use such information to private advantage. These obligations do not cease upon separation from the Secretariat.
Regulation I.5

Members of the Secretariat shall not have, or shall cease to have, any financial interest in the trade in grains and shall not engage in any occupation or activity, including political activities, or hold any office or position, which is incompatible with the proper discharge of their duties to the Council, or which might prove a source of embarrassment to the Council.

Regulation I. 6

No staff member shall accept gifts or favours from governments or individuals in connection with their duties in the Council, except at the discretion of the Executive Director.

Regulation I. 7

Staff members are subject to the authority of the Executive Director and are responsible to him in the exercise of their functions.

Regulation I. 8

The Executive Director shall establish a normal working week.
Rule 101

Outside activities and interests

(a) Staff members shall not engage in any continuous or recurring outside occupation or employment without the prior approval of the Executive Director.

(b) A staff member invited by virtue of his association with the Council to participate in lectures, forums, films, radio or television productions, or to write articles or books for publication, shall not engage in these activities or accept any fees, gifts or expense money which may be offered in connection with them without the approval of the Executive Director.

Rule 102

Hours of work

(a) Normal working hours shall be from 9.30 a.m. to 5.30 p.m., with one hour for lunch, Monday to Friday inclusive. Subject to the agreement of the Executive Director, these hours may be varied, provided that the daily total, including allowance for lunch, does not exceed eight hours.

(b) A staff member may be required to work beyond the normal working hours if the Executive Director deems it necessary.

Rule 103

Official holidays

(a) Official holidays shall normally be: Good Friday, Easter Monday, May Day Bank Holiday, Late Spring Bank Holiday and the following day, Late Summer Bank Holiday, Christmas Day, Boxing Day and one extra day during the Christmas season, and New Year's Day.

(b) When a holiday falls on Saturday or Sunday, the succeeding Monday, or whichever day the Executive Director deems most convenient, will be observed as a holiday.
CHAPTER 2

CLASSIFICATION OF POSTS AND STAFF

Regulation II.1

The staff shall be appointed by the Executive Director. He shall classify the posts and designate staff to those posts according to the nature of the duties and responsibilities required. Posts are classified between:

(a) professional and higher categories, and

(b) general service category.
CHAPTER 3

SALARIES AND RELATED ALLOWANCES

Regulation III. 1

Salaries of staff members shall be fixed by the Executive Director in accordance with the prevailing salary scales applicable to the United Nations staff in London, as approved by the Council.

Regulation III. 2

All salaries and allowances for staff in the professional and higher categories are quoted in US dollars, and paid in pounds sterling at the current United Nations conversion rate. Salaries of staff members in the general service category are quoted in pounds sterling.

Regulation III. 3

Subject to satisfactory service, and at the discretion of the Executive Director, salary increments within the approved salary scales may be awarded annually.

Regulation III. 4

The Executive Director shall determine the salary rates to be paid to temporary staff.

Cost-of-living allowances

Regulation III. 5

In order to maintain standards of living for staff members, the Executive Director may submit proposals to the Executive Committee for the payment of cost-of-living allowances. In formulating these proposals, the Executive Director shall take account of the criteria used by the United Nations.

Language allowance

Regulation III. 6

A staff member in the General Service category may be paid a language allowance if he passes a test, prescribed for this purpose, in any official language other than the language or languages in which he is required to be proficient by the terms of his appointment. The payment of such allowances shall be at the discretion of the Executive Director, taking into account the interests of the Council.
Overtime payments

Regulation III. 7

Overtime payments shall be made to staff members in the General Service category who are required to work:

(i) in excess of eight hours a day;
(ii) on Saturday or Sunday;
(iii) on official holidays.

Dependency benefits

Regulation III. 8

(a) Staff members shall be entitled to receive dependency allowances at the rates applicable to United Nations staff in London as approved by the Council.

(b) Claims for dependency allowances shall be submitted in writing and supported by evidence satisfactory to the Executive Director. Staff members shall be responsible for reporting immediately to the Executive Director any change which affects the payment of the allowances during the year.

Education allowance

Regulation III. 9

A staff member who is internationally-recruited (as defined in Rule 406) and whose home country is not the United Kingdom shall be entitled to an education grant for his dependant children. Unless the Executive Director decides that circumstances warrant an exception to be made in a particular case, a staff member who is locally recruited (as defined in Rule 407) or whose home country is the United Kingdom shall not be entitled to an education grant for his dependant children.

Sick leave

Regulation III. 10

Staff members who are prevented from performing their duties by illness or injury may be granted sick leave.

Maternity leave

Regulation III. 11

A staff member who has served continuously for one year shall be entitled to maternity leave.
Rule 301

Salary increments

Annual salary increments shall normally be effective from 1 July in each year.

Rule 302

Salary policy in promotions

A staff member in continuous service shall receive on promotion to a higher post the lowest step of the scale applicable except where this would result in a lower salary than previously received. In that event the staff member shall be granted such a step in the new scale as will ensure at least the equivalent to one full increment more than he would have enjoyed prior to promotion.

Rule 303

Language allowance

At the discretion of the Executive Director, eligible General Service staff members may be paid a language allowance in accordance with prevailing United Nations rates. The amount payable for a second language shall be half the amount payable for one language. No staff member shall be paid a language allowance for more than two official languages.

Rule 304

Overtime and compensatory time off

(a) Compensation for overtime work shall normally be computed to the nearest one-half hour. Overtime of less than one-half hour on any day during the scheduled working week shall not be considered. A staff member who is required to report for overtime work on Saturday or Sunday or on an official holiday shall receive not less than four hours of overtime compensation.

(b) Overtime compensation shall be made at the rate of one and one-half times the staff member's net hourly salary, including any language allowances payable to that member.

(c) Immediately following a period of intensive overtime work, compensatory time off may be granted by the Executive Director to staff members not entitled to overtime compensation.
Rule 305

Definition of dependency

(a) A dependant spouse shall be a spouse whose annual occupational earnings, if any, do not exceed the lowest entry level of the relevant salary scale applicable to the spouse, i.e. G.2 Step I for General Service staff, and P.1 Step I for Professional staff.

(b) A dependant child shall be the unmarried child of a staff member, under the age of 18 years, or, if the child is in full-time attendance at a school or university or similar educational institution, under the age of 21 years. If the child is totally and permanently disabled, the requirements as to school attendance and age shall be waived.

(c) A child shall be recognized as dependant when the staff member certifies that he provides the main and continuing support for that child.

(d) A secondary dependant shall be a parent, unmarried brother or an unmarried sister for whose financial support the staff member provides one half or more, and in any case at least twice the amount of the dependency allowance, provided that the dependant brother or sister shall be subject to the same age and school attendance requirements as a dependant child as set out in paragraph (b) of this Rule.

(e) Staff members are not entitled to claim the Department of Health and Social Security child allowance payable in the United Kingdom while they are in receipt of child allowance from the Council for that child.

(f) Dependency allowances shall be reduced by the amount of any dependency allowances received from other sources in respect of the same dependant by the staff member or their spouse.
Rule 306

Education grant

Definitions

(a) For the purposes of this Rule:

(i) "child" means an unmarried child dependant upon the staff member for continuing support. "Disabled child" means a child who is unable by reason of physical or mental disability to attend a normal educational institution, and therefore requires special teaching or training to prepare him for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him in overcoming the disability;

(ii) "home country" means the country of home leave of the staff member under Rule 503. If both parents are eligible staff members, "home country" means the country of home leave of either parent;

(iii) "Cost of attendance" includes charges for enrolment, registration, prescribed textbooks, courses, examinations, diplomas and, if justified by local conditions, for midday meals provided by the school, and for daily group transportation provided by the school or organized on a school-wide basis.

Eligibility

(b) A staff member who is internationally-recruited (as defined in Rule 406), and whose home country is not the United Kingdom, shall be entitled to an education grant in respect of each dependant child in full-time attendance at a school, university or similar educational institution. The grant shall not, however, be payable in respect of:

(i) attendance at a kindergarten or nursery school at the pre-primary level;

(ii) attendance at a free school or one charging only nominal fees in the United Kingdom;

(iii) correspondence courses, except those which in the opinion of the Executive Director are the best available substitute for full-time attendance at a school of a type not available in the United Kingdom;

(iv) private tuition, except tuition in a language of the home country, where satisfactory school facilities for learning that language are not available; or

(v) vocational training or apprenticeships which either do not involve full-time schooling, or in which the child receives any payment for services rendered.
(c) The grant shall be payable up to the end of the fourth year of post-secondary studies or the award of the first recognized degree, whichever is the earlier. If the child's education is interrupted for at least one year by national service or by illness, the period of eligibility shall be extended by the period of interruption.

Amount of the grant

(d) The amount of the grant shall be determined in accordance with the prevailing United Nations rates.

(e) Where attendance is for less than two-thirds of the scholastic year, the amount of the grant for that year shall be in proportion to the period of attendance.

(f) Where the period of service of the staff member does not cover the full scholastic year, the amount of the grant shall be in proportion to the period of service.

Travel

(g) A staff member whose child attends an educational institution outside the United Kingdom shall be entitled to travel expenses of one return journey in respect of that child each scholastic year between the educational institution and the United Kingdom, provided that:

(i) such travel expenses shall not be paid if the required journey is unreasonable, either because of its timing in relation to other authorised travel of the staff member or his dependants, or because of the brevity of the visit in relation to the expense involved;

(ii) where attendance is for less than two-thirds of the school year, travel expenses shall not normally be payable;

(iii) travel expenses shall not normally exceed the cost of a journey between the staff member's home country and the United Kingdom.

Tuition in the mother tongue

(h) The Executive Director will decide in each case whether the education grant shall be paid for tuition in the mother tongue.
Claims

(i) Claims for educational grants shall be submitted in writing and supported by evidence satisfactory to the Executive Director.

Special education grant for disabled children

(j) A special education grant for disabled children shall be available to staff members of all categories, whether or not they are serving in their home country. The following conditions shall apply:

(i) The amount of the grant shall be determined in accordance with the prevailing United Nations rates.

(ii) "Educational expenses" reimbursable under the special education grant shall comprise the expenses incurred to provide an educational programme designed to meet the needs of the disabled child in order that he may obtain the highest possible level of functional ability.

(iii) The grant shall be calculated on the basis of the calendar year, if the child is unable to attend a normal educational institution, or on the basis of the school year, if the child is in full-time attendance at a normal educational institution while receiving special teaching or training. The grant shall be payable in respect of any disabled child from the date on which the special teaching or training is required up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of 25 years.

(iv) Where the period of service does not cover the full school year or calendar year, the amount of the grant shall be that proportion of the annual grant which the period of service bears to the full school or calendar year.

(v) Claims for the grant shall be submitted annually in writing and supported by medical evidence regarding the child's disability. The staff member shall also be required to provide evidence that he has exhausted all other sources of benefits that may be available for the education and training of the child. The amount of educational expenses used as the basis for the calculation of the special education grant shall be reduced by the amount of any benefits so received or receivable by the staff member.
Rule 307
Deductions and contributions

(a) Contributions to the end-of-service benefit schemes, at the appropriate rate and subject to prescribed conditions, shall be deducted each pay period from the total payments due to each staff member.

(b) Deductions from salaries and other emoluments may also be made for indebtedness to the Council, and for the repayment of loans from the end-of-service benefit schemes.

Rule 308
Sick leave

(a) Absence from duty due to illness, or for any other reason, must be reported to the Executive Director as soon as possible. If the absence is due to illness and extends over more than three consecutive working days, a medical certificate must be provided. Uncertified days of absence on account of illness will not normally be paid in excess of seven working days in any period of twelve consecutive months.

(b) Sick leave payments are made subject to the following conditions:

(i) During the first six months of service, staff members may be allowed sick leave on full pay for a total of two weeks and sick leave on 65% of net salary for a further period of two weeks.

(ii) Staff members with more than six months and less than two years of service may be allowed, during any period of twelve consecutive months, sick leave on full pay for a total of two months and may thereafter be granted sick leave on 65% of net salary for a further two months.

(iii) Staff members who have completed two years of service but less than five years may be allowed, during any period of twelve consecutive months, sick leave on full pay for a total of six months and may thereafter be granted sick leave on 65% of net salary for a further six months.

(iv) Staff members who have completed five years of service or more may be allowed, during any period of twelve consecutive months, sick leave on full pay for a total of nine months and may thereafter be granted sick leave on 65% of net salary for a further three months.

(v) No sick pay shall be allowed to a member of the staff in respect of any absence in excess of a total of twelve months in any period of four years without a review of the circumstances by the Executive Director.

(c) Sick leave payments shall not be less than those indicated above but may be extended at the discretion of the Executive Director.
Rule 309

Maternity leave

(a) A staff member, who will have served continuously for one year at the expected date of confinement, shall be entitled to absent herself from her duties upon presentation of a medical certificate stating the probable date of confinement. Maternity leave may commence six weeks but not less than three weeks before that date. The total duration of such leave shall be sixteen weeks, except that in no case shall it terminate less than six weeks after the actual date of confinement.

(b) A staff member shall receive maternity leave on full pay for the entire duration of her absence in accordance with (a) above. No miscalculations on the part of the doctor or midwife as to the date of confinement shall prevent the staff member from receiving full pay to the actual date of confinement.

(c) Entitlement to payment in respect of any subsequent confinement shall accrue only after a further two years of continuous employment.

(d) Sick leave shall not normally be granted for maternity cases, except where serious complications arise.
CHAPTER 4

APPOINTMENT AND PROMOTION

Regulation IV. 1
Upon appointment each member shall receive a letter of appointment.

Regulation IV. 2
The paramount consideration in the appointment, transfer or promotion of the staff shall be to secure the highest standards of efficiency, competence and integrity. Subject to the foregoing, due regard shall be paid to the importance of recruiting the staff, as far as possible, on a wide geographical basis from member countries.

Regulation IV.3
Selection of staff members shall be made without distinction as to race, sex or religion. So far as is practicable, selection shall be made on a competitive basis.

Regulation IV.4
Subject to the provisions of regulation IV.2, fullest regard shall be had, in filling vacancies, to the requisite qualifications and experience of persons already in the service of the Council.

Regulation IV.5
(a) Staff members shall be granted appointments under such terms and conditions consistent with these regulations as the Executive Director may prescribe.

(b) The probationary period for confirming an appointment shall not normally exceed six months, but in individual cases the Executive Director may extend the probationary period for not more than an additional six months.

Regulation IV.6
Staff members may be required from time to time and, in particular, upon appointment, to undergo a medical examination.
Rule 401

Letter of appointment

The letter of appointment shall contain expressly or by reference all the terms and conditions of employment. All contractual entitlements of staff members are strictly limited to those contained expressly or by reference in their letters of appointment.

Rule 402

Effective date of appointment

The appointment of every staff member shall take effect from the date on which they start to perform their duties.

Rule 403

Confirmation of appointment

At the end of the probationary period, the appointment of the staff member shall be either confirmed or terminated.

Rule 404

Notification by staff members and obligation to supply information

(a) Staff members shall be responsible on appointment for supplying the Executive Director with whatever information may be required for the purpose of determining their status under the Staff Regulations and Staff Rules, or of completing administrative arrangements in connection with their appointments.

(b) Staff members shall also be responsible for promptly notifying the Executive Director, in writing, of any subsequent changes affecting their status under the Staff Regulations or Staff Rules.

(c) A staff member who intends to acquire permanent residence status in any country other than that of their nationality, or who intends to change their nationality, shall notify the Executive Director of that intention before the change in their residence status or in their nationality becomes final.

(d) A staff member who is arrested, charged with an offence other than a minor traffic violation, or summoned before a court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for any offence other than a minor traffic violation, shall immediately report the fact to the Executive Director.
(e) A staff member may at any time be required by the Executive Director to supply information concerning facts anterior to their appointment and relevant to their suitability, integrity, conduct and service as a staff member.

Rule 405

Local recruitment

(a) Staff members who at the time of their recruitment were permanently resident in the United Kingdom, and those who did not move to the United Kingdom specifically in order to take up employment with the Council, shall be regarded as "locally recruited" for the purposes of these Staff Regulations and Staff Rules. Unless the Executive Director decides that circumstances warrant an exception to be made in a particular case, a staff member who is locally recruited shall not be eligible for the allowances and benefits referred to in paragraph (b) of Rule 406.

(b) If a staff member changes his permanent residence, his eligibility for such allowances or benefits may be reconsidered by the Executive Director.

Rule 406

International recruitment

(a) Staff members who at the time of their recruitment were not permanently resident in the United Kingdom, and who moved to the United Kingdom specifically to take up employment with the Council, shall be regarded as "internationally-recruited" for the purposes of these Staff Regulations and Staff Rules. Unless the Executive Director decides that the circumstances warrant an exception to be made in a particular case, only staff members who are internationally-recruited shall be eligible for the allowances and benefits referred to in paragraph (b) of this Rule.

(b) The allowances and benefits available, in general, to internationally-recruited staff members shall include:

(i) payment of travel expenses and removal of household effects upon initial appointment and on separation for themselves and their dependants;

(ii) home leave;

(iii) education grants, where eligible.
Rule 407

Nationality

(a) In the application of these Staff Regulations and Staff Rules, the International Grains Council shall not recognize more than one nationality for any staff member.

(b) When a staff member has been legally accorded nationality status by more than one state, the staff member's nationality for the purposes of the Staff Regulations and Staff Rules shall be the nationality of the state with which the staff member is, in the opinion of the Executive Director, most closely associated.

Rule 408

Family relationships

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

(b) Staff members who bear any of the relationships specified in (a) above shall not be assigned to serve in the same department if one of the posts is subordinate to the other in the line of authority.

(c) If two staff members marry, their appointment status, and their benefits and entitlements under the Staff Regulations and Staff Rules shall be reassessed according to their circumstances.
CHAPTER 5
ANNUAL AND SPECIAL LEAVE

Regulation V.1
Staff members shall be allowed appropriate annual leave.
Approval of an application for leave shall be subject to the exigencies of service.

Regulation V.2
Special leave may be authorised by the Executive Director in exceptional circumstances.

Regulation V.3
Eligible staff members shall be granted home leave once in every two years.

Rule 501
Annual leave

(a) A staff member is entitled to annual leave at the rate of 30 working days a year. The leave year shall start on 1 March.

(b) In exceptional circumstances, the Executive Director may authorise five days or more of annual leave to be carried over from one year to another.

(c) Timing of annual leave shall be subject to approval by the Executive Director. In the case of any emergency meetings, the Executive Director may compensate staff members whose presence is required for any costs incurred in rearranging their leave.

Rule 502
Special leave

(a) Special leave, with full or partial pay or without pay, may be granted for study or research in the interests of the Council, or for other important reasons, as the Executive Director may prescribe.

(b) Entitlements towards annual and home leave shall not accrue during full months of special leave with partial pay or without pay, but periods of less than one calendar month of such leave shall not affect the ordinary rates of accrual. Continuity of service shall not be considered broken by periods of special leave.
Rule 503

Home leave

(a) Only internationally-recruited staff members are entitled to home leave. However, the Executive Director may, at his discretion, authorise continued home leave benefits to other members who joined the staff before July 1983, and who have in the past been granted home leave.

(b) Staff members eligible for home leave shall be entitled to travel at the Council's expense to and from the place in their home country with which they have the closest residential ties, subject to the qualifications below.

(c) For the purpose of these rules, the home country of a staff member shall be the country of which he is a national.

(d) In exceptional and compelling circumstances the Executive Director may authorise a staff member to take his home leave in a country other than that of his nationality, provided his taking home leave there would not be inconsistent with the intent of Rule 503.

(e) Subject to the approval of the Executive Director a staff member shall be entitled to home leave once in every two years of qualifying service, subject to an undertaking to continue in the service of the Council:

- in the case of the first home leave, for at least six months beyond the second anniversary of the date of appointment, and
- in the case of a subsequent home leave, for at least six months beyond the date of return from that leave;

(f) Home leave may be taken, subject to the exigencies of service, at any time during the period of twelve months after it falls due.

(g) If, except as provided hereunder, a staff member delays taking his home leave beyond the period in which it falls due, he shall not be entitled to take his next such leave until the second succeeding year thereafter. Should, however, the Executive Director decide that exceptional circumstances make it necessary for a staff member's home leave to be delayed beyond the period in which it falls due, such delayed leave may be taken without altering the time of his next and succeeding home leave entitlements, provided that not less than 12 months of qualifying service elapse between the date of the staff member's return from the delayed home leave and the date of his next home leave departure.

(h) A staff member may be required to take his home leave in conjunction with travel on official business, due regard being paid to the interests of the staff member and his family.

(i) The Executive Director may request a staff member, on his return from home leave, to furnish satisfactory evidence that he has spent a substantial period of leave in his home country.
(j) If the Executive Director feels compelled for special reasons to withhold his consent to an application for home leave, he shall report the circumstances at once to the Chairman of the Council.

(k) The traveling expenses of eligible dependants of a staff member entitled to home leave shall also be borne by the Council.

(l) The route, mode and standard of transportation used by a staff member and eligible dependants to and from the place of home leave shall be consistent with the provisions of Rule 703.

(m) Any variation in the application of the regulations concerning home leave may be decided by the Executive Director in consultation with the Chairman of the Council.

(n) Applications for home leave should be made to the Executive Director at least one month before the intended date of departure.

(o) "Eligible dependants", for the purposes of this Rule, will be interpreted in accordance with the definitions given in Rule 305(b).
CHAPTER 6

END-OF-SERVICE BENEFIT SCHEMES AND INSURANCE BENEFITS

Regulation VI.1
The Council will maintain end-of-service benefit schemes, financed jointly by the Council and the staff members.

Regulation VI.2
The Council will provide staff members with adequate life, accident and permanent health insurance.

Rule 601
End-of-service benefit schemes

(a) All staff members shall participate in the end-of-service benefit schemes. The schemes will be financed by contributions from the staff members, and from the Council, and all interest earned on those contributions. The contributions of staff members and of the Council shall be calculated in accordance with prevailing UN rates. In the case of staff members in the Professional and Higher categories, the percentage rates shall apply to their pensionable remuneration, as adjusted to ensure that, for each grade, the ratio over final salary, including post adjustment, is identical to that applicable for UN personnel in New York. In the case of staff members in the General Service category, the percentage rates shall apply to their gross salaries.

(b) "Gross salary" for General Service staff members includes, where appropriate, any language allowances.

(c) Payment of contributions to the schemes shall be made at the time of payment of salary.

(d) The administration, investment and control of the schemes shall be the responsibility of the Trustees and, where necessary, the Executive Director in consultation with the Trustees.

(e) The staff member's contributions to the schemes and all interest earned on those contributions shall be payable to him or to his beneficiary upon separation from the Council. The Council's contributions on behalf of the staff member, and all interest earned on those contributions, shall be payable to the staff member or to his beneficiary upon separation from the Council, subject to the approval of the Trustees.

(f) The final date used for the calculation of payment of the staff member's share in the schemes shall be determined by application of Rule 804.

(g) The accounts of the schemes shall be subject to independent annual audit.
Rule 602

Life, accident and disability insurance

The Council shall provide permanent staff members up to the age of 65 years with:

(a) a life assurance scheme to cover the staff member's death while in service. The amount of benefit in respect of each life insured shall be three times the staff member's annual pensionable remuneration for those in the Professional and Higher categories, and three times the staff member's annual gross salary for those in the General Service category.

(b) a personal accident scheme to provide benefits in the event of an accident resulting in

(i) permanent injury, as specified by the insurer, or

(ii) the staff member becoming total and permanently unable to continue to work, or

(iii) death

The amount of benefit payable shall be according to a schedule of benefit percentages and a maximum benefit defined by the insurer.

(c) For permanent staff members with at least two year's service, a disability insurance scheme to give staff members security of income during any long period of illness while in the service of the Council. The policy comes into effect after the first twelve months of illness. Staff will then receive an annual income equivalent to 65% of their net salary. This income is tax-free and will continue for the whole period of illness or until the age of 65, whichever is sooner. The scheme will also pay both the contributions of the staff member and of the Council to the end-of-service benefit schemes.

(d) The premiums for the schemes mentioned in (a), (b) and (c) of this Rule shall be borne by the Council.

Rule 603

Compensation for loss or damage to personal effects attributable to service

The Council shall arrange insurance policies to provide staff members with reasonable compensation in the event of loss or damage to their personal effects, determined to be directly attributable to the performance of official duties on behalf of the Council.
CHAPTER 7

TRAVEL AND REMOVAL EXPENSES

Regulation VII.1

Subject to conditions and definitions prescribed by the Executive Director, the Council shall in appropriate cases pay the travel expenses of staff members and their dependants.

Regulation VII.2

Subject to conditions and definitions prescribed by the Executive Director, the Council shall pay removal costs for staff members.

Rule 701

Official travel of staff members

(a) Subject to the conditions laid down in these Rules, the International Grains Council shall pay the travel expenses of a staff member under the following circumstances:

   (i) on initial appointment and on separation from service for internationally-recruited staff; and

   (ii) when required to travel on official business.

(b) On separation of service under paragraph (a) (i) of this Rule, the Council shall pay the travel expenses of a staff member to the place from which he was recruited or to the place recognised as his home.

Rule 702

Travel expenses

(a) Travel expenses which shall be paid or reimbursed by the International Grains Council under the relevant provisions of this chapter shall include:

   (i) transportation expenses;

   (ii) miscellaneous travel expenses.

(b) Staff members shall exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.
Rule 703

Route, mode and standard of transportation

(a) Official travel shall in all instances be by a route, mode and standard of transportation approved in advance by the Executive Director.

(b) Travel shall be by the most direct and economical route and mode of transportation unless it is established, to the satisfaction of the Executive Director, that the use of an alternative route or mode of transportation is in the best interests of the Council.

(c) Travel subsistence or other entitlements, including travel time, shall be limited to the amount allowable for a journey by the approved route, mode and standard. Staff members who wish to make other arrangements for personal convenience must obtain permission to do so in advance and pay all additional costs.

(d) When the approved travel is by air, it shall normally be by economy class, but business class may be authorised by the Executive Director if circumstances so require. When approved travel is by train, staff members shall be provided with appropriate accommodation including, where necessary, suitable sleeper or other facilities.

(e) Subject to prior permission by the Executive Director, the use of a private car may be allowed, provided that the expenses claimed do not exceed those which would otherwise apply.

Rule 704

Purchase of tickets

(a) Unless the staff member concerned is specifically authorised to make other arrangements, all tickets for transportation involving official travel of staff members shall be purchased by the Council in advance, or, where circumstances so require, shall be secured by the staff member himself.

(b) When a staff member requests a standard of accommodation in excess of his entitlement or is authorised to travel, for reasons of personal preference or convenience, by other than the approved route or mode of transport as provided in Rule 703, he shall be required to reimburse the Council for any additional cost thus incurred.
Rule 705

Travel subsistence allowance

(a) When a staff member is authorised to travel on official business he shall receive a daily subsistence allowance at current UN rates.

(b) Travel subsistence shall be deemed to comprise the total contribution of the Council towards such charges as meals, lodging and gratuities. Except for reimbursable expenses, as provided in Rule 707, any expenditure incurred in excess of the allowance shall normally be borne by the staff member.

(c) The travel subsistence allowance shall continue to be paid during periods of sick leave while in travel status, except that if the traveler is in hospital only one-third of the appropriate daily rate shall be paid.

(d) In certain circumstances, including those when staff members are attending conferences, the Executive Director may replace the daily subsistence allowance by a special rate consisting of two-thirds of the applicable daily allowance plus the cost of accommodation and "continental" breakfast in the hotel which shall normally be booked by the Council.

Rule 706

Computation of the travel subsistence allowance

(a) Subsistence allowance shall be paid at the rates and under the conditions prescribed in Rule 705 for each calendar day or fraction thereof exceeding twelve hours during which a staff member is traveling on official business, provided that a full day's allowance at the appropriate rate shall be paid for the day on which travel is begun and, save at the discretion of the Executive Director, that no allowance shall be paid for the day on which travel is concluded.

(b) Save at the discretion of the Executive Director, no allowance shall be paid when a traveler returns to the United Kingdom within twelve hours after departure.

(c) When it is necessary, for the purposes of computing the amount of travel subsistence allowance payable, to specify the "hour of departure" and the "hour of arrival", these shall be considered the time when the train, vessel or aeroplane used by the traveler actually leaves or arrives at its regular terminal.
Rule 707

Miscellaneous travel expenses

Necessary additional expenses, incurred by a staff member in connection with the transaction of official business, shall be reimbursed by the Council after completion of travel, provided the necessity and nature of the expenses are satisfactorily explained and supported by proper receipts. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

(i) transportation to and from terminals;
(ii) telephone or telex messages on official business;
(iii) hire of room for official use;
(iv) secretarial or typewriter services or rental of typewriter in connection with the preparation of official reports or correspondence;
(v) transportation or storage of baggage or property used on official business.

Rule 708

Excess baggage

(a) Baggage in excess of the weight or volume carried without extra charge by transportation companies shall be considered as excess baggage within the meaning of these rules.

(b) Charges for excess baggage shall be reimbursed only when authorised prior to commencement of travel.

(c) Charges for excess baggage by air shall not be reimbursable unless in the opinion of the Executive Director the circumstances under which the staff member is traveling are sufficient to justify such reimbursement.

Rule 709

Travel advances

A reasonable advance of funds against the estimated reimbursable travel expenses incurred on official business may be made to a staff member for authorised expenses.
Rule 710

Illness or accident during travel

The Council shall pay or reimburse reasonable hospital and medical expenses, insofar as these are not covered by insurance or other arrangements, which may be incurred by staff members who become ill or are injured while traveling on official business.

Rule 711

Travel expenses of dependants

(a) Subject to the conditions laid down in these Rules, the Council shall pay the travel expenses of eligible dependants of internationally-recruited staff members under the following circumstances:

(i) on initial appointment;

(ii) on separation from service, provided the staff member has completed not less than one year of continuous service, or at any time if his services are terminated by the Council.

(b) The Council shall pay the travel expenses of a staff member's eligible dependants either from the place of recruitment or from the place recognized as his home for the purposes of these Rules. Should a staff member wish to bring any eligible dependants to the United Kingdom from any other place, the travel expenses borne by the Council shall not exceed the maximum amount that would have been payable on the basis of travel from place of recruitment.

Rule 712

Eligible dependants

(a) Dependants, for the purpose of Rule 711, shall be deemed to comprise a spouse and children in respect of whom a dependant's allowance is payable. A son or daughter of more than 21 years of age may also be considered a dependant for travel purposes if totally disabled.

(b) Other provisions of these rules notwithstanding, travel expenses for dependants shall not be paid to a staff member whose spouse receives payment from the spouse's employer in respect of the same dependant and for the same purpose, except to the extent that such payment does not cover the expenses which would be payable under the Council's rules.
Rule 713
Installation grant

A staff member recruited from outside the United Kingdom shall be paid in respect of himself and his eligible dependants an installation grant equivalent to:

(i) a month's salary after arrival in the case of a staff member with eligible dependants who join him;

(ii) half a month's salary after arrival in the case of other staff members.

Rule 714
Loss of entitlement to return travel expenses

(a) An internationally-recruited staff member who resigns before completing one year of service shall not normally be entitled to payment of return travel expenses for himself or his dependants. The Executive Director may, however, authorise such payment if he is satisfied there are compelling reasons.

(b) Entitlement to return travel expenses shall cease if travel has not begun within six months of the date of separation.

Rule 715
Removal costs

(a) The Council shall pay expenses in connection with the removal of an internationally-recruited staff member's personal effects and household goods, under the following circumstances:

(i) on initial appointment;

(ii) upon separation from service, provided he has completed not less than two years of continuous service, or at any time if his services are terminated by the Council.

(b) The Council shall pay the expenses of removing a staff member's household goods and personal effects either from the place of recruitment or from the place recognized as his home, provided that the goods and effects were in his possession at the time of appointment, and are being transported for his own use. Payment of removal expenses from a place other than those specified may be authorised by the Executive Director in exceptional cases, on such terms and conditions as he deems appropriate.
The Council shall pay the expenses of removing a staff member's household goods and personal effects from the United Kingdom to the place to which he is entitled to be returned, provided the goods and effects were in the staff member's possession at the time of separation and are being transported for his own use.

Payment by the Council of removal expenses shall be subject to the following conditions:

(i) The maximum weight and volume shall be 4,890kgs and 30.5 cubic metres respectively, inclusive of packing crates and containers, for staff members without dependants, and 8,150 kgs and 51 cubic metres respectively for staff members with one or more dependants residing with them in the United Kingdom.

(ii) Storage charges other than those directly incidental to normal transportation expenses shall not normally be allowed;

(iii) Reasonable costs of packing, crating, cartage, unpacking and uncrating shall be allowed for shipments within the limits of authorised weight or volume, except that costs for servicing of appliances, dismantling or installation of fixtures will not be borne by the Council;

(iv) Transportation shall be by the most economical means as determined by the Executive Director, taking into account costs allowable under (iii) above;

(v) The cost of insurance in transit of household goods and effects (excluding any articles of value for which special rates of premium are charged) shall be paid by the Council up to the maximum allowable under United Nations rules. The Council shall in no case be responsible for loss or breakage.

Rule 716

Loss of entitlement to removal expenses

(a) An internationally-recruited staff member who resigns before completing two years of service shall not normally be entitled to payment of removal expenses.

(b) Entitlement to removal expenses shall cease when the staff member's services are not expected to continue for more than six months beyond the proposed date of arrival of the household goods and effects.

(c) Entitlement to removal expenses on separation from service shall cease if removal has not begun within six months after the date of separation.
Rule 717

Terminal expenses

A staff member traveling to or from headquarters may claim for terminal expenses for each authorised outward journey and for each authorised inward journey to cover expenditure on taxicabs, or other means of public conveyance, transfer of baggage, and any other incidental charges at the two points.

Rule 718

Expenses while in transit

Full travel subsistence allowance shall be payable for the time spent in transit, subject to the conditions laid down in Rules 702 and 703 and provided that in the case of travel other than on official business a maximum of three days travel time shall be allowed in respect of any specific journey.

Rule 719

Authority for travel

Before travel is undertaken it shall be authorised in writing. In exceptional cases staff members may be authorised to travel on oral orders but such oral authorisation shall require written confirmation. A staff member shall be personally responsible for ascertaining that he has the proper authorisation before beginning travel.
CHAPTER 8

SEPARATION FROM SERVICE - TERMINATION OF SERVICE

Regulation VIII.1

The Executive Director may terminate the appointment of a staff member if the necessities of the service require abolition of the post or reduction of the staff, if the services of the individual concerned prove unsatisfactory, or if he is, for reasons of health, incapacitated for further service.

Regulation VIII.2

Staff members may resign from the Secretariat upon giving the Executive Director the notice required under the terms of their appointment.

Regulation VIII.3

Staff members shall not be retained in the service of the Council beyond the age of 65 years. The Executive Director may, in the interest of the Council, extend this age limit in exceptional cases.

Rule 801

Termination

(a) A termination within the meaning of these regulations and rules is a separation initiated by the Council, other than summary dismissal for serious misconduct.

(b) The Executive Director may also, giving his reasons, terminate the appointment of a staff member:

   (i) if the conduct of the staff member does not meet the highest standards of integrity required by the Council;

   (ii) if facts anterior to the appointment of the staff member and relevant to his suitability come to light which, if they had been known at the time of his appointment, should have precluded his appointment.

   (iii) if such action would be in the interests of the Council.
Rule 802

Notice of termination

(a) Unless the Executive Director decides otherwise, a staff member whose appointment is to be terminated shall be given written notice of such termination as follows:

(i) a minimum of three months for members in the Professional and Higher categories;

(ii) a minimum of one month for members in the General Service category.

(b) Payment may be given in lieu of notice.

Rule 803

Resignation

(a) A resignation, within the meaning of these regulations and rules, is a separation initiated by the staff member.

(b) Unless otherwise specified in their letters of appointment, written notice of resignation shall be given by staff members as follows:

(i) a minimum of three months for members in the Professional and Higher categories;

(ii) a minimum of one month for members in the General Service category.

The Executive Director may, however, accept resignations at shorter notice.

Rule 804

Last day for pay purposes

When a staff member is separated from service, the date on which entitlement to salary and allowances shall cease shall be determined according to the following provisions:

(i) Upon resignation, the date shall be the date of expiration of the notice period,

(ii) Upon termination, the date shall be the date provided in the notice of termination.

(iii) In the case of summary dismissal, the date shall be the date of dismissal.
(iv) In the case of retirement, the date shall be the last day of the month in which the member of staff reaches the age of 65.

(v) In the case of death, the date on which entitlement to salary and allowances shall cease shall be the date of death, unless there is one or more surviving dependant. In this event, the date shall be determined in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Completed years of service</th>
<th>Months of extension beyond date of death</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 or less</td>
<td>3</td>
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<tr>
<td>4</td>
<td>4</td>
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<td>5</td>
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<td>7</td>
<td>7</td>
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<td>8</td>
<td>8</td>
</tr>
<tr>
<td>9 or more</td>
<td>9</td>
</tr>
</tbody>
</table>

Payment related to the period of extension beyond the date of death may be made in a lump sum as soon after death as the pay accounts and related matters can be closed. All other entitlements and accrual of benefits shall cease as of the date of death.

(v) When an internationally-recruited staff member is exercising an entitlement to return travel, the last day for pay purposes shall be the date established under (i) or (ii) above, as appropriate, or the estimated date of arrival at the place of entitlement, whichever is later. The estimated date of arrival shall be determined on the basis of the time it would take to travel without interruption by an approved route and mode of direct travel to the place of entitlement, the travel commencing no later than the day following the date of separation.

**Rule 805**

**Commutation of accrued annual leave**

If upon separation a staff member has accrued annual leave, he shall be paid in lieu thereof a sum of money equivalent to his salary and allowances for the period of such accrued leave up to a maximum of thirty working days. This may, however, be increased at the discretion of the Executive Director.
Rule 806

Repatriation grant

(a) An internationally-recruited staff member who has completed one year’s continuous service shall be entitled on separation to a repatriation grant.

(b) The repatriation grant shall be paid in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Years of continuous service outside the home country</th>
<th>Single rate Staff member without dependants at the date of separation</th>
<th>Dependant rate Staff member with dependants at the date of separation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>2 years</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>3 years</td>
<td>6</td>
<td>10</td>
</tr>
<tr>
<td>4 years</td>
<td>7</td>
<td>12</td>
</tr>
<tr>
<td>5 years</td>
<td>8</td>
<td>14</td>
</tr>
<tr>
<td>6 years</td>
<td>9</td>
<td>16</td>
</tr>
<tr>
<td>7 years or more</td>
<td>10</td>
<td>18</td>
</tr>
</tbody>
</table>

(c) A staff member who abandons his post or is summarily dismissed shall not be entitled to a repatriation grant.

(d) Payment of repatriation grants shall be subject to the following conditions and definitions.

(i) Grants shall not be payable where the staff member resigns to take up another appointment in the United Kingdom.

(ii) Home country shall mean the country of home leave entitlement under Rule 503 or such other country as the Executive Director may determine.

(iii) For the purposes of this Rule, salary shall be deemed to be the basic net salary, excluding post adjustments.

(iv) Dependants shall consist of a dependant spouse or children in respect of whom a staff member, at the time of separation, is receiving dependency allowances.

(v) In the event of the death of an eligible staff member, the repatriation grant shall be payable to his surviving dependants, at the single rate in the case of the widow, dependant widower or one dependant child, and at the dependency rate if there are two or more surviving dependants.
Rule 807
Termination indemnity

(a) A staff member whose appointment is terminated on account of the abolition of his post or for reasons of health shall receive termination indemnity in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Completed years of service</th>
<th>Indemnity pay (Number of months of emoluments payable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>less than 1</td>
<td>1</td>
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<tr>
<td>1</td>
<td>1</td>
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<td>2</td>
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<tr>
<td>9 or more</td>
<td>9</td>
</tr>
</tbody>
</table>

No indemnity shall be payable to a staff member holding a temporary appointment.

(b) For the purposes of this Rule, salary shall be deemed to be the basic net salary, post adjustment and allowances as applicable.

(c) No indemnity shall be payable to:

(i) a staff member who resigns;

(ii) a staff member whose appointment expires on the date specified in his letter of appointment.

(iii) a staff member who is summarily dismissed;

(iv) a staff member who abandons his post;

(v) a staff member who retires at the retirement age.

(d) A staff member whose appointment is terminated on grounds of unsatisfactory service, or who, for disciplinary reasons, is dismissed for misconduct other than by summary dismissal, may be paid, at the discretion of the Executive Director, an indemnity not exceeding one half of the indemnity provided for in paragraph (a) of this rule.
Rule 808
Retirement

Retirement under Regulation VIII.3 shall not be deemed to be a termination within the meaning of the Staff Regulations and Rules.

Rule 809
Extensions of employment beyond retirement age

Extensions of employment beyond retirement age shall normally be granted for one year at a time.

In the exercise of his discretion to extend employment beyond retirement age, the Executive Director shall give consideration to such factors as the immediate needs of the service, the performance record of the staff member, the availability of a suitable replacement whether by promotion from within the Council or by recruitment from outside.
CHAPTER 9

DISCIPLINARY MEASURES

Regulation IX. 1

The Executive Director may impose disciplinary measures on staff members whose conduct is unsatisfactory. He may summarily dismiss a member of the staff for serious misconduct.

Regulation IX. 2

The Executive Director may establish administrative machinery to advise him in disciplinary cases.

Rule 901

Disciplinary measures

(a) Disciplinary measures shall consist of written censure, suspension without pay, demotion or dismissal for misconduct. Suspension pending investigation shall not be considered a disciplinary measure.

(b) Verbal reprimands shall not be deemed a disciplinary measure within the meaning of this Rule.

Rule 902

Suspension pending investigation

If a charge of misconduct is made against a staff member, and the Executive Director so decides, the staff member may be suspended from duty, pending investigation, the suspension being without prejudice to the rights of the staff member.
CHAPTER 10

GENERAL PROVISIONS

Regulation X.1

These regulations may be supplemented or amended by the Council without prejudice to the acquired rights of staff members.

Rule 1001

Amendments of, and exceptions to, Staff Rules

These Rules may be amended by the Executive Director in a manner consistent with the Staff Regulations.

Rule 1002

Financial responsibility

Any staff member may be required to reimburse the Council either partially or in full for any financial loss suffered by the Council as a result of his negligence or of his having violated any regulation, rule or administrative instruction.

Rule 1003

Beneficiaries

(a) It shall be the responsibility of each staff member to nominate a beneficiary or beneficiaries to receive any benefits payable on his death under the end-of-service benefit schemes, and the Council's life assurance schemes, and any salary or other amounts standing to the staff member's credit with the Council at the time of his death.

(b) The staff member may, if he wishes, nominate different beneficiaries in respect of each of the benefits referred to in paragraph (a) of this Rule.

(c) It shall be the responsibility of the staff member to inform the Trustees of the end-of-service benefit schemes of the names of his nominated beneficiary or beneficiaries, and also of any revocations or changes of beneficiaries.

(d) In the event of the death of a staff member while in service, benefits under the end-of-service benefit schemes shall be transferred to the nominated beneficiary or beneficiaries, at the discretion of the Trustees and subject to the Rules of the schemes. Other benefits and sums due shall be paid to the nominated beneficiary or beneficiaries subject to the application of the Staff Rules. Such payment shall afford the International Grains Council a complete release from all further liability in respect of any sum so paid.

(e) If a nominated beneficiary does not survive, or if a designation of beneficiary has not been made or has been revoked, the amount standing to the credit of a staff member will upon his death be paid to his estate.
Rule 1004

Proprietary rights

All rights, including title, copyright and patent rights, in any work performed by a staff member as part of his official duties, shall be vested in the International Grains Council.