



**World Organisation  
for Animal Health**  
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**Proposal for the Amendment of the Provisions  
in Chapter VI, Article 60.2-c of the Staff Regulations**

*Financial Working Document*



**World Organisation  
for Animal Health**

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## Introduction

1. This paper is submitted to inform the vote on a financial resolution proposing amendments to the WOAHS Staff Regulations. The proposed amendment aims to reduce financial exposure arising from provisions for risks and charges, without compromising the level of staff coverage. Headquarter staff benefit from advantageous health coverage and are now covered by a double provident scheme. This note sets out a proposal to simplify the system and increase equity by pooling risk.

### **I. Staff are subject to dual coverage under the current framework**

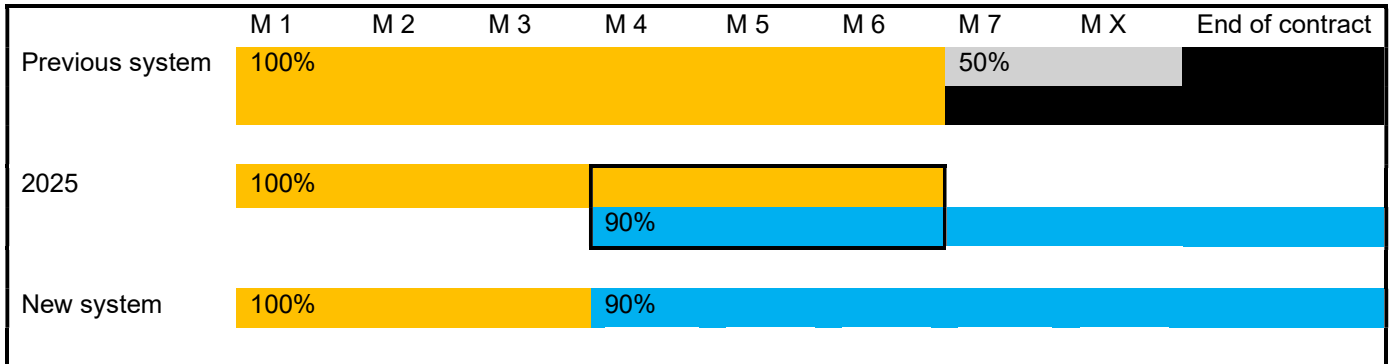
#### **A. The existing system for covering temporary work incapacity is expensive, inadequate, and overlapping.**

2. According to Chapter VI, Article 60.2. Sick leave:  
"(a) Any staff member who is absent from duty for more than three consecutive working days for medical reasons shall, not later than the fourth day of absence, obtain from his doctor a certificate specifying that he is medically unfit for work and indicating the probable duration of his absence. If the necessary period of absence is extended beyond the date indicated, he shall forward, not later than that date, a further medical certificate.  
(b) Any staff member who has taken periods of non-certified sick leave totalling seven working days within the year commencing on 1 January shall, if he takes further sick leave within that year which is not supported by a medical certificate, have such leave deducted from annual leave or counted as leave without pay.  
(c) Any staff member on sick leave shall receive his full salary for a period which shall not exceed six months during the same year and shall not extend beyond the date of expiry of his contract. Beyond this period, leave on half pay may be granted for a further period of six months, but shall lapse on the date of expiry of his contract.  
(d) A staff member who is unable to return to work upon the expiry of the leave to which he is entitled according to (c) above, shall be placed on special leave without pay."  
3. This system creates disparities and inequities because of the discretionary nature of maintaining half-pay beyond six months of incapacity.

#### **B. A provident insurance plan introduced in 2025 ensures robust incapacity coverage but overlaps with the protections already provided by the WOAHS system.**

4. To strengthen the security of headquarter staff, the Organisation signed a provident insurance contract in December 2024, which came into force on 1 January 2025. All guarantees are detailed in the appendix to this document. It provides that sick leave referred to in Article 60.2 of the Staff Regulations are covered, subject to a deductible period of 90 days (i.e., three months) (Appendix 2, page 1). Whereas the Staff Regulations provided for full coverage for six months followed by a

suspension of benefits, the system offers staff full coverage for three months, followed by 90% coverage for the remainder of the incapacity period, as illustrated in the diagram below:



5. Staff salaries are covered by the provident insurance plan from the 91st day of incapacity, thus duplicating the six-month coverage established in Article 60.2-c of the WOA Staff Regulations.
6. In 2025, double coverage (outlined in the diagram) by the Organisation and the provident insurance plan led to substantial extra costs and administrative complexity. The HR department's review of the records confirmed that the provident insurance plan operates correctly and that payments issued by the insurer are accurate and reliable.

## II. The proposed amendment reduces costs by pooling risk and streamlines administrative processes.

7. The amendment submitted for vote aims to align incapacity compensation measures with the insurance coverage arrangements. Delegates are advised that a 90-day deductible period is standard practice, while 180 days of full compensation is uncommon among similar employers.

8. The measure submitted for the vote by the World Assembly of Delegates ensures staff full coverage for the first three months of incapacity, followed by 90% of the salary for the full duration of the incapacity, even after the contract ends.

9. For the Organisation, the measure facilitates risk pooling and the smoothing of health costs. For reference, in 2025, internal health risk coverage leads to expenditures equal to three full-time staff positions, including all associated costs, yet does not provide staff with the intended level of protection. Furthermore, the provident insurance plan's coverage from the 90th day allows hiring temporary replacements for incapacitated staff, improving the management of the Organisation's workload.

10. Given that registration of all headquarter staff to the provident insurance plan is compulsory and systematic from the start of their appointment, this technical adjustment strengthens the management of temporary incapacity and advances equitable treatment.

11. In order to maintain full rights for staff during the transition period (from the 91st to the 180th day of incapacity), the Organisation introduces a measure to cover the difference between paid benefits and the salary formerly received.

# TEXTS APPLICABLE TO STAFF MEMBERS OF THE OIE

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**STAFF REGULATIONS  
OF THE OIE**



## STAFF REGULATIONS OF THE OFFICE INTERNATIONAL DES EPIZOOTIES

Resolution adopted by the OIE International Committee on 27 May 1983

Amended by the Resolution n°13 adopted by the World Assembly of the Delegates of the OIE on 31 May 2013

### *Preamble*

The Office International des Epizooties (hereinafter referred to as the 'Office') is an intergovernmental organisation which was created by the International Agreement signed in Paris on 25 January 1924 for the control of animal diseases, a vital factor in the development of animal production and the protection of public health. It is essential that all staff members remain fully aware of and believe in this objective which, to be achieved, depends on their combined efforts.

### *Purpose and scope*

The Staff Regulations set forth the basic conditions of service and the rights, obligations and duties of members of the Central Bureau of the Office.

In the Staff Regulations:

- (a) '**staff member**' means any person engaged by the Director General other than consultants, holders of fee contracts, persons engaged specifically for conferences or meetings, casual labourers and generally, those persons whose contract of employment does not provide the status of a staff member.
- (b) '**members of the Central Bureau**' means the Director General and all the staff members.

CHAPTER 1

**DUTIES, OBLIGATIONS AND PRIVILEGES**

*Article 1.1.*

Staff members of the Office fulfil international duties; their responsibilities are not national but exclusively international. By accepting appointment, they undertake to discharge their duties functions and to regulate their conduct with the sole interests of the Office in view.

*Article 1.2.*

Staff members shall be placed under the authority of the Director General who may assign them to any position in the Office, with due regard to their qualifications and capacities. They shall be accountable to him/her in the discharge of their duties.

*Article 1.3.*

The Director General shall establish the working hours of staff members.

*Article 1.4.*

In the performance of their duties, members of the Central Bureau shall neither seek nor accept instructions from any government or from any other authority outside the Office. They shall neither seek nor accept, from any source whatsoever, directly or indirectly, any material advantage or other benefits which would not comply with their obligations towards the Office.

*Article 1.5.*

Members of the Central Bureau shall not engage in any activity that is incompatible with the proper discharge of their duties within the Office. They shall avoid any action and in particular any kind of public pronouncement which may discredit the international civil service office or which may go against the integrity, independence and impartiality required by their status. Whilst not expected to renounce their national sentiments, or their political and religious convictions, they shall at all times comply with the reserve and tact incumbent upon them by reason of their international status.

*Article 1.6.*

Staff members shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person information which has not made public and which was known to them by reason of their official position, except in the course of their duties or by authorisation of the Director General. These obligations remain binding after departure separation from the Office.

*Article 1.7.*

No member of the Central Bureau shall, during the period of his employment accept any honour, decoration, favour, gift or remuneration from any government or from any other source outside the Office. Notwithstanding the foregoing, the Director General may authorise such acceptance in respect of services rendered before appointment or for war services. He/she may authorise the acceptance of honours and prizes from educational, scientific or cultural organisations and the acceptance of remuneration for work carried out in his/her spare time provided that such work does not conflict with the status of an international civil servant.

*Article 1.8.*

Members of the Central Bureau shall not engage in any political activity which is inconsistent with or reflects upon the independence and impartiality required by the status of an international civil servant.

*Article 1.9.*

On the effective date of appointment, the Director General shall read and sign the following declaration at a public session of the Committee:

"I solemnly undertake to exercise in all loyalty, discretion and conscience the functions which I have been entrusted with in the capacity of Director General of the Office, to discharge these functions and regulate my conduct with the sole interests of the Office in view, without seeking or accepting any instructions concerning the performance of my duties from any government or authority outside the Office and cause the provisions of the Basic Texts of the Office to be complied with at all times."

*Article 1.10.*

On accepting appointment, each staff member shall make and sign the following declaration:

"I solemnly undertake to exercise in all loyalty, discretion and conscience the functions which I have been entrusted with in the capacity of international civil servant of the Office, to discharge these functions and regulate my conduct with the sole interests of the Office in view, without seeking or accepting any instructions concerning the performance of my duties from any government or authority outside the Office."

*Article 1.11.*

The immunities and privileges conferred to members of the Central Bureau of the Office, in accordance with articles 12 and 13 of the Headquarters Agreement signed in Paris on 21 February 1977 between the Government of the Republic of France and the Office, are conferred in the interests of the efficient running of the Office.

On no account shall these privileges and immunities exempt those persons to whom they are granted from respecting their private obligations or from observing laws and police regulations in force on the French territory. In the event of these privileges and immunities being in dispute, the Committee or the Director General may consent to waiving the said privileges and immunities, in accordance with Article 14 of the Headquarters Agreement.

## CHAPTER II

### **CLASSIFICATION OF POSTS AND STAFF**

#### *Article 2.1.*

The Director General shall establish a chart of positions or jobs in categories, grades and scales, subject to the approval of the Committee.

#### *Article 2.2.*

The Director General shall take the appropriate measures to ensure the classification of staff according to the nature of the duties and responsibilities required.

## CHAPTER III

### **SALARIES AND ALLOWANCES**

#### *Article 3.1.*

Salaries of staff members shall be established according to the salary scale, in line with the chart of positions or jobs stated in Article 2.1. and which is subject to approval of the Committee.

#### *Article 3.2.*

The Director General shall establish and apply a grant, allowance and bonus system in accordance with the decisions of the Committee.

## CHAPTER IV

### **APPOINTMENTS, PROMOTIONS AND TRANSFERS**

#### *Article 4.1.*

In accordance with Article 8 of the Organic Statutes of the Office, staff members shall be appointed by the Director General. When an applicant is appointed, such terms of appointment are notified to him/her in writing by the Director General. Such notification together with the applicant's acceptance in writing shall alone constitute the contract of employment. The terms of appointment shall include provision for a probationary period and for the period of notice of termination required, and shall specify the title and nature of the position to which the applicant is appointed.

*Article 4.2.*

In appointing, transferring or promoting staff members, and in renewing appointments, the Director General shall aim on behalf of the Office at securing the highest standards of efficiency, competency and integrity.

*Article 4.3.*

Selection of staff members shall be made without distinction as to race, sex or religion.

*Article 4.4.*

Subject to the terms of Article 4.2., the Director General shall ensure to the fullest extent possible that the staff constitutes a fair geographical representation of Member Countries, particularly among those in senior posts.

*Article 4.5.*

Staff members shall be granted either temporary, fixed-term, or indeterminate appointments.

*Article 4.6.*

The Director General shall fix medical standards which must be satisfied by candidates for appointment of positions at the Office and by staff members.

## CHAPTER V

### **LEAVE**

*Article 5.1.*

Staff members shall be granted annual leave in accordance with a system fixed by the Director General.

*Article 5.2.*

Eligible staff members shall be granted home leave once every two years.

*Article 5.3.*

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

## CHAPTER VI

### **SOCIAL SECURITY AND RETIREMENT**

#### *Article 6.1.*

Members of the Central Bureau shall benefit from a health scheme, established, in accordance with the provisions of Article 13.2.e. of the Headquarters Agreement, by mutual agreement between the Office and the competent French Authorities.

#### *Article 6.2.*

Members of the Central Bureau shall contribute to a retirement pension fund.

## CHAPTER VII

### **TRAVEL AND REMOVAL EXPENSES**

#### *Article 7.1.*

Subject to the conditions and limitations laid down by the Director General, the Office shall pay travel expenses of staff members and their dependants.

#### *Article 7.2.*

Subject to the conditions and limitations laid down by the Director General, the Office shall pay the cost of removal of the effects of staff members.

## CHAPTER VIII

### **TERMINATION OF SERVICE**

#### *Article 8.1.*

The Director General may terminate the employment of a staff member in accordance with the provisions of his/her contract of employment or at any other time, if either the needs of the department require abolition of the position or reduction of the staff, or if the services of the relevant staff member cease to be satisfactory, or if he/she is unable to fulfil his/her functions for health reasons.

#### *Article 8.2.*

The Director General may also, giving his/her reasons therefor, terminate the employment of a staff member:

- (a) if the conduct of the staff member indicates that he does not meet the highest standards required by Chapter I of the Staff Regulations;

(b) if facts prior to the appointment of the staff member and relevant to his suitability and which reflect on his present integrity come to light, which, if they had been known at the time of his appointment, should have precluded his appointment.

*Article 8.3.*

The Director General may terminate an appointment if such action would be in the interests of the good administration of the Office, provided that the action is not contested by the staff member concerned.

*Article 8.4.*

Staff members may resign by giving the Director General the notice required by their contract.

*Article 8.5.*

When the Director General terminates a contract of employment in accordance with Articles 8.1., 8.2. or 8.3., the staff member shall be given the notice provided for in the said contract of employment and which shall apply in the event of any indemnities owed to him/her, in accordance with Article 3.2. and without prejudice to his/her acquired rights.

A notice of termination is not required when a fixed-term appointment comes to an end during the probationary period or following disciplinary action.

*Article 8.6.*

The Director General shall take all measures for the payment of repatriation grants at the rates and under the conditions approved by the Committee.

*Article 8.7.*

The Director General of the OIE may decide on the compulsory retirement of an officer at any time after the said officer meets the conditions laid down in Article 8 of the Internal Rules of the OIE Autonomous Old-Age Pension Fund adopted in May 2013

## CHAPTER IX.

### **DISCIPLINARY MEASURES**

*Article 9.1.*

Those staff members who breach their professional duties shall be liable to disciplinary action in accordance with the seriousness of their offence.

*Article 9.2.*

The Director General shall apply the following disciplinary measures:

- (a) warning;
- (b) reprimand;
- (c) temporary discontinuance of work with or without salary.

The other disciplinary measures:

- (d) withhold within-grade increase;
- (e) demotion;
- (f) dismissal.

shall be proposed by the Director General to the Administrative Commission, which shall decide on the matter after hearing the staff member.

## CHAPTER X

### **APPEALS**

*Article 10.1.*

Any member of the Central Bureau who considers that he or she has been treated in a manner inconsistent with the provisions of these Regulations or the Staff Rules (provided for in Article 11.2. of the said Regulations) or with the terms of his/her contract of employment, may request that the matter be re-examined.

The parties may agree that the matter will be submitted to an independent person, designated by the President of the Administrative Tribunal of the International Labour Organisation (ILO), to recommend a solution to resolve the dispute. This person may hear the parties as well as the witnesses.

*Article 10.2.*

Any dispute between the Office and a member of the Central Bureau concerning the application of the provisions of the Staff Regulations or his contract of employment, which could not be solved pursuant to the procedure set out in Article 10.1., shall be submitted to the Administrative Tribunal of the ILO for final decision, in accordance with Article 11.5. of the statutes of this Tribunal, if the Governing Body of the ILO is in agreement therewith.

CHAPTER XI

**GENERAL PROVISIONS**

*Article 11.1.*

The Director General or Committee may propose that the provisions of these Regulations be completed or amended in accordance with Article 15 of the Organic Statutes of the OIE, with the agreement of the Member Countries. Any amendment shall take the acquired rights of staff members into account.

*Article 11.2.*

In accordance with Article 15 of the Organic Statutes of the OIE, these Regulations will come into effect upon their approval by the Committee and the Member Countries. The Director General shall notify all Member Countries of the date on which these Regulations come into effect.

The provisions of the previous Regulations dated 19 May 1958 shall be repealed as soon as the present Regulations come into effect.

The provisions necessary for the implementation of these Regulations will take the form of Staff Rules. These Rules shall be submitted to the Committee for approval and will come into effect on the same date as the present Regulations, which may be amended by the Committee.



**STAFF RULES  
OF THE OIE**



## **STAFF RULES**

### **OF THE OFFICE INTERNATIONAL DES EPIZOOTIES**

Resolution adopted by the OIE International Committee on 27 May 1983

Amended by the Resolution n°13 adopted by the World Assembly of the  
Delegates of the OIE on 31 May 2013

The purpose of the present Rules is to set forth the conditions of application of the Staff Regulations of the Office, in accordance with the provisions of Article 11.2. of the said Regulations.

#### CHAPTER I

#### **DUTIES, OBLIGATIONS AND PRIVILEGES**

##### *Article 10.1.*

- (a) Staff members shall not perform any regular activities outside the Office without obtaining the prior approval in writing of the Director General; they shall not hold any position which is incompatible with the performance of their duties within the Office.
- (b) Staff members shall not hold any position in any association, the objectives or activities of which are closely related to those of the Office, without obtaining the prior approval in writing of the Director General.
- (c) Any staff member who, in the performance of his official duties, is required to handle any matter involving a company, association or commercial entity in which he has an interest, is required to inform the Director General of the nature and importance of his interest therein.

##### *Article 10.2.*

- (a) The prior approval in writing of the Director General shall be obtained by a staff member who intends to publish any book or article, make a statement to the press, to a conference, during a radio or television broadcast or make a speech concerning the Office or any other international organisation.
- (b) This prior approval in writing shall also be obtained whenever, in connection with a book, article, conference, statement to the press, radio or television broadcast or speech, a staff member's name is to be associated with that of the Office.
- (c) Nevertheless, the provisions of (a) and (b) above shall not apply to staff members while away from Headquarters in circumstances in which it is impracticable to seek the written approval of the Director General.

*Article 10.3.*

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

*Article 10.4.*

- (a) Staff members shall obtain the prior approval in writing of the Director General before accepting remuneration or an offer of remuneration for outside work done in their spare time.
- (b) Without the authorisation of the Director General, staff members shall not accept any fee or gift of any nature, other than reimbursement of actual travelling expenses, for statements to the press, for participation in the production of films, radio or television broadcasts, for writing articles or books or furnishing visual information material for publication, or for conferences or similar engagements, when the content of such statement, film production, broadcast, written matter or conference is directly related to the objectives and activities of the Office.
- (c) Staff members shall not accept any gratuity or benefit whatsoever from any commercial firm or individual doing or seeking business with the Office.

*Article 10.5.*

The declaration to which staff members subscribe in terms of Article 1.10. of the Staff Regulations shall not preclude their close collaboration with a government or an institution in pursuance of the instructions of the Director General.

*Article 10.6.*

Any staff member who, by wilful intention or culpable negligence, or by breach of any regulation, rule or administrative procedure of the Office, causes the Office unnecessary liability, expense or loss, shall be held responsible and may be required to pay damages.

*Article 10.7.*

Staff members shall be at the disposal of the Office at all times. The normal working week shall be thirty-nine hours.

The working week shall be performed in accordance with the working hours fixed by the Director General. Unless otherwise instructed by the Director General, staff members shall normally work from Monday to Friday inclusive.

Staff members shall only be required to be present on Saturdays, Sundays or official public holidays in case of necessity or where such presence is a normal part of the functions of the individual concerned.

## CHAPTER II

### **CLASSIFICATION OF POSTS AND STAFF**

#### *Article 20.1.*

##### **Classified and unclassified posts**

(a) Except as provided in paragraph (b) hereunder, the posts of the Central Bureau are classified in four categories, in accordance with Appendix B of the Headquarters Agreement signed in Paris on 21 February 1977, between the Government of the Republic of France and the Office. Such posts shall be known as classified posts.

- Category I comprises the Director General.
- Category II comprises staff members other than the Director General holding responsible positions relating to the administration or technical activities of the Office. Category II comprises five grades from II-5 to II-1.
- Category III comprises staff members responsible for operational functions within the administrative or technical departments of the Office. Category III comprises five grades from III-5 to III-1.
- Category IV comprises general service employees, i.e. those staff members responsible for performing the domestic duties of the Office, with the exception of employees who work for a single staff member of the Office. Category IV comprises a single grade.

(b) The Director General may, for special purposes, establish posts at annual salaries corresponding to those allotted to the categories and grades mentioned in (a) above, without assigning grades to such posts; a post so established shall be known as an "unclassified post".

#### *Article 20.2.*

(a) The Director General shall ensure that the nature of duties and the level of responsibilities required of each staff member are compatible with the classification standards or criteria applicable to the grade of his post.

(b) Any staff member who considers that the nature of the duties or the level of responsibilities required of him are not compatible with the classification standards or criteria applicable to the grade of his post may submit a claim for the reclassification of his post. Such claims may be submitted:

- (i) within two months of his being appointed to a given post;
- (ii) within one month of the annual evaluation of his work.

CHAPTER III

**SALARIES AND ALLOWANCES**

*Article 30.1. - Definition*

The term “salary” is taken to mean the annual salary net of the income tax withholding for staff members in Categories I, II and III (Article 30.10.), and of the family allowance (Article 30.7.), the handicapped child allowance (Article 30.8.) and the education grant (Article 30.9.) for those staff members entitled thereto.

*Article 30.2. - Salary scale*

- (a) The salary and allowances of the Director General, and the method used for their adjustment, shall be fixed by the Administrative Commission.
- (b) The salaries of staff members shall be established by the Director General in accordance with the following scale based on a monthly points system:

**Category II**

**Scales**

Grades	1	2	3	4	5	6	7	8	9	10
5	390	398	405	412	420	428	436	445	454	463
4	453	462	472	482	493	504	515	526	537	548
3	528	537	548	559	570	581	592	603	614	625
2	600	612	624	636	648	660	672	684	696	708
1	692	704	716	728	741	754	768	782	795	808

**Category III**

**Scales**

Grades	1	2	3	4	5	6	7	8	9	10
5	125	133	141	149	157	165	173	180	187	195
4	181	189	196	204	211	218	225	230	237	244
3	231	238	245	252	259	266	273	280	287	294
2	281	290	298	306	315	323	331	340	350	360
1	341	351	360	370	380	390	400	410	420	430

**Category IV**

**Scales**

Single Grade	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	110	114	118	122	126	130	135	140	145	150

*Article 30.3. - Salary and allowance adjustments*

The level of remuneration of the members of the Central Bureau shall be adjusted periodically to reflect changes in the cost of living. Such adjustments shall be based on consumer price indices computed for the O.E.C.D. (Organisation for Economic Cooperation and Development) by the I.N.S.E.E. (*Institut National de la Statistique et des Études Économiques* – French “National Institute of Statistics and Economic Surveys”).

*Article 30.4. - Initial salary*

A new staff member shall be remunerated on the basis of the first scale of the grade allocated to his post, unless the Director General deems that his experience and his capacity to perform his duties justify a higher level of remuneration.

*Article 30.5. - Overtime*

- (a) Staff members may be required by their supervisors, when the needs of the Department so demand, to work in excess of normal working hours.
- (b) Overtime shall be deemed to be any time worked in excess of a working week which shall, for overtime purposes, be deemed to be thirty-nine hours.
- (c) Staff members in Category II who are required to work overtime shall not be entitled to compensation. However, should the needs of the Department permit, and subject to the approval of the Director General, such staff members may be granted occasional leave if they have been required to work substantial or recurrent periods of overtime.
- (d) Staff members in Categories III and IV who are required to work overtime shall be compensated at the rate of one-and-a-half times the period of overtime worked. However, any single period of overtime of less than half an hour shall be disregarded. Compensation shall, to the fullest extent possible, be granted in the form of occasional leave, which shall be taken before the end of the third calendar month following that in which the overtime was worked. If such occasional leave cannot be granted during the period, due to the needs of the Department, the staff member shall receive compensatory pay on the following basis:
  - for the period in excess of the normal working week of thirty-nine hours, up to and including forty-eight hours per week, the hourly salary shall be increased by twenty-five per cent;

- for the period in excess of forty-eight hours per week, the hourly salary shall be increased by fifty per cent.
- (e) Staff members shall only be required to work on Saturdays, Sundays or official public holidays in the event of meetings and conferences organised by the Office and in exceptional circumstances.
- (f) Work performed on an official public holiday or on a Saturday or a Sunday shall be considered as overtime. Nevertheless, if the Director General sets another working day to be observed as a holiday instead, time worked on the official holiday, Saturday or Sunday shall not be treated as overtime.

*Article 30.6. - Allowances and grants*

- (a) If applicable, staff members shall be entitled to the following allowances and grants:
- family allowance;
  - handicapped child allowance;
  - education grant.
- (b) Staff members shall notify the Director General of any relevant changes in their situation which would alter their entitlement to any of the allowances or grants covered by Articles 30.7. through 30.9.

*Article 30.7. - Family allowance*

- (a) For the purposes of these Rules, the following persons shall be deemed to be dependants:
- (i) Any child who does not receive a wage and who is under the age of eighteen years, for whom a staff member ensures the main and continuing support, and who is the son or daughter of the staff member, or of his or her spouse, or who is legally adopted.
  - (ii) Any child who fulfils the conditions set out in (i) above and who is aged between eighteen and twenty-five years, and who is in full-time attendance at an educational institution.
  - (iii) Any person for whom a staff member ensures the main and continuing support and whom the Director General deems to be a dependant.
- (b) Any staff member with one or several dependants, in addition to his or her spouse, shall be entitled to receive a family allowance. The amount of this allowance shall be fixed by the Director General.

*Article 30.8. - Handicapped child allowance*

- (a) For the purposes of these Rules, a child shall be deemed to be handicapped if he or she is certified by a medical officer to be suffering from a serious or permanent physical or mental impairment requiring either specialised care or special supervision which are not provided free of charge, or requiring specialised education or training.

The criterion for determining the disabilities on which entitlement to a handicapped child allowance is based is the serious and chronic physical or mental impairment of the child.

- (b) Any staff member having a dependent handicapped child shall be entitled to a handicapped child allowance, irrespective of the age of the child. The amount of this allowance shall be fixed by the Director General.

*Article 30.9. - Education grant*

- (a) Staff members who are not French nationals may be entitled to an education grant to take into account possible difficulties resulting from their being posted away from their home country or from the language difficulties encountered by their dependent children (as defined in Article 30.7.(a) of these Rules) who are in full-time attendance at a school, university or similar educational institution. The amount of this grant shall be fixed by the Director General.

- (b) This grant may be payable as of the date on which the child starts attending a primary education institution and expires when the child completes his or her fourth year of full-time studies following secondary education or at the end of the scholastic year during which the child reaches the age of twenty-five years.

*Article 30.10. - Taxation of staff members*

The taxation of staff members of the Central Bureau classified on a permanent basis in Categories I, II and III, as defined in Article 20.1. of these Rules, is set out in Article 12 of the aforementioned Headquarters Agreement signed in Paris on 21 February 1977, between the Government of the Republic of France and the Office.

*Article 30.11. - Methods of payment*

- (a) Salaries and emoluments due to staff members by the Office shall be paid monthly with respect to the then current month into their bank account, unless the Director General agrees to another method of payment.
- (b) The Director General shall deduct from total monthly payments owed to staff members:
- (i) contributions to the OIE Autonomous Old-Age Pension Fund, calculated on the basis of Article 3 of the Internal Rules of the OIE Autonomous Old-Age Pension Fund adopted in May 2013.

- (ii) the contribution to the French social security system or to any other insurance taken out by the Office;
- (iii) any debts or other amounts owed to the Office by the staff member on the basis of these Rules.

In the event of death of a staff member, salaries and emoluments for the whole month during which death occurred shall be paid to the beneficiary nominated in writing by the staff member at the time of his appointment or at a subsequent date.

*Article 30.12. - Currency of payment*

Salaries and emoluments owed to staff members by the Office shall be paid in French francs.

Where conversion from one currency to another is required to determine the amount of any payment, the official rate of exchange on the day of payment shall be applied.

*Article 30.13. - Advances, loans and financial assistance*

Staff members may receive, exceptionally and at the discretion of the Director General, advances on their salaries and emoluments not exceeding one half of the total amount payable for the relevant month during which the advances are requested.

Staff members may receive, exceptionally and at the discretion of the Director General, loans bearing interest or free of interest or special financial assistance in the event of personal financial difficulty resulting from an accident, an illness or particularly serious family issues. The amount of these loans shall in no event exceed four months' gross salary.

*Article 30.14. - Beneficiaries*

- (a) At the time of appointment, each staff member shall designate a beneficiary or beneficiaries in writing on a prescribed form. It shall be the responsibility of the staff member to notify the Director General of any revocation or change of beneficiary.
- (b) In the event of the death of a staff member, any amounts standing to his credit shall be paid to his nominated beneficiary or beneficiaries, subject to the provisions of the Staff Regulations and Rules. Such payment shall release the Office from all further liability in respect of any sum so paid.
- (c) If a designated beneficiary does not survive or the designation of beneficiary has not been made or has been revoked, the amount standing to the credit of a staff member shall, upon his death, be paid to his estate.

*Article 30.15. - Recovery of payments made in error*

- (a) The Office shall be entitled to recover any payment made to a staff member in error provided that, except in cases where the bad faith of the staff member is established:
  - (i) the right of the Office to recovery shall expire two years after the overpayment has been made or, if several overpayments have been made over a period of time, two years after the last overpayment;
  - (ii) recovery of payments made over a period of time shall be limited to an amount equal to the overpayments made during the twelve months immediately preceding the last overpayment.
- (b) Unless otherwise agreed, reimbursement shall be made by deductions, over a period not exceeding twelve months, from the monthly payments or other payments owed to the relevant staff member.

CHAPTER IV

**APPOINTMENTS, PROMOTIONS AND TRANSFERS**

*Article 40.1. - Nationality - Recognised home*

- (a) For purposes of the Staff Regulations and Rules, only one nationality shall be recognised for each staff member; such nationality, if the staff member is recognised as a national by more than one State, shall be the nationality of the State with which the staff member satisfied the Director General that he is most closely associated.
- (b) The country of a staff member's recognised home shall be determined at the time of his appointment in accordance with the Staff Regulations and Rules then in force; the country shall normally be that of which the staff member is a national within the meaning of paragraph (a) above and the place of his recognised home therein shall be that with which the staff member had the closest residential ties during the period of his most recent residence.
- (c) Notwithstanding the provisions of paragraph (b) above:
  - (i) When a staff member claims that his recognised home is not or is no longer in the country of which he is a national, he shall be required to produce evidence in support of his claim, including where relevant: the date and circumstances of his change of residence; family ties; commitments made by his last employer; circumstances of war or political dislocation; voting rights and location of real and personal property. After consideration of the evidence produced by the staff member in support of his contention, final decision as to the place of the staff member's recognised home shall be taken by the Director General.

- (ii) When a staff member whose nationality is not that of the country of the duty station, has resided in such country for twelve months or more immediately prior to appointment and, if in employment during such time, was entitled to neither foreign service allowance nor repatriation, his recognised home shall be deemed to be the country of the duty station.
- (iii) The recognised home of a staff member who acquires the nationality of the country of the duty station shall be deemed to be in that country.

*Article 40.2. - Limitations on employment*

- (a) Except where another person equally well qualified cannot be recruited, no appointment shall be granted to a candidate who is the spouse or close relative (father, mother, son, daughter, brother or sister) of a staff member. Such a candidate, if appointed, shall not be assigned to service in the same Department as his or her spouse or close relative.
- (b) A candidate for a post in Category II shall be required to possess a university degree or equivalent experience and to show that he has good knowledge of two of the working languages of the Office, one of which must be French.
- (c) A candidate for a post in Category III shall be required to show that he has thorough knowledge of one and satisfactory knowledge of at least one other working language of the Office.
- (d) When two staff members in the same Department marry, one of them shall be transferred to the first suitable vacant post in another Department.

*Article 40.3. - Contract of appointment*

- (a) A candidate selected for appointment to a post within the Central Bureau shall receive a letter of appointment signed by the Director General or his authorised representative, specifying the terms of his appointment. The terms of appointment shall include provision for a probationary period and for a period of notice of termination of service required and, shall specify the title and nature of the post to which he is appointed.
- (b) There shall be appended to the letter of appointment a copy of the Staff Regulations and Rules, and a copy of the declaration of office referred to in Article 1.10. of the Staff Regulations.
- (c) In accepting appointment, the candidate shall declare in writing that he has taken cognisance of the Staff Regulations and Rules and that he accepts the conditions therein.
- (d) The letter of appointment, with its appendices, and the letter of acceptance, together with the above-mentioned declaration of office, duly signed, shall constitute his contract of employment.

*Article 40.4. - Effective date of employment*

The appointment of a staff member shall take effect from the date on which he starts authorised travel to assume his duties, or if no such travel is involved, from the date on which he assumes his duties.

*Article 40.5. - Temporary appointment*

- (a) A temporary appointment shall be an appointment for a continuous period of less than one year, ending on a date specified in the letter of appointment.
- (b) A temporary appointment may, at the discretion of the Director General, be extended or converted into a fixed-term or indeterminate appointment. It shall not however carry any expectation of, nor imply any right to, such extension or conversion and shall, unless extended or converted, expire according to its terms, without notice or indemnity.
- (c) Staff members engaged for temporary appointment shall be subject to a probationary period:
  - (i) of fifteen days, when the duration of the appointment is three months or less;
  - (ii) of one month, when the duration of the appointment is more than three but less than six months;
  - (iii) of two months, when the duration of the appointment is six months or more.

*Article 40.6. - Fixed-term appointment*

- (a) A fixed-term appointment shall be an appointment for a continuous period of not less than one year and generally of three years, ending on a date specified in the letter of appointment.
- (b) It may be extended or renewed at the discretion of the Director General; it shall not however carry any expectation of, nor imply any right to, such extension or renewal and shall, unless extended or converted, expire according to its terms, without notice or indemnity.
- (c) A fixed-term appointment shall be subject to a probationary period of three months.

*Article 40.7. - Indeterminate appointment*

- (a) An indeterminate appointment shall be an appointment without limit of time.
- (b) An indeterminate appointment shall be subject to a probationary period of three months.

*Article 40.8. - Probationary period*

The duration of the probationary period is fixed by Articles 40.5., 40.6. and 40.7. above.

At the end of the probationary period, the Director General may:

- confirm the appointment; or
- exceptionally, and with the agreement of the staff member, extend the probationary period for a further period no longer than the initial period; or
- terminate the appointment of the staff member subject to a period of notice of ten days for a staff member appointed on a temporary basis or one month for a staff member appointed on a fixed-term or indeterminate basis.

All or part of the period of notice may be replaced by the payment of the corresponding salaries and indemnities.

*Article 40.9. - Information required of staff members*

Staff members shall, on appointment, supply whatever information may be required for the purpose of determining their status under the Staff Regulations and Rules and of completing administrative arrangements in connection with their appointments. Specifically, this requirement shall include evidence of nationality, passport and visa, marital status, dependency status, information relevant to the establishment of recognised home and designation of beneficiary. They shall notify the Director General promptly of any subsequent changes in these matters.

*Article 40.10. - Medical examinations*

- (a) All appointments shall be conditional upon certification by the Medical Officer designated by the Director General that the candidate is free from any defect or disease likely to interfere with the proper of his duties.
- (b) When a staff member is retained in the service of the Office beyond the age of sixty, a medical examination by the Medical Officer designated by the Director General shall be required at the beginning of each year of service.
- (c) Staff members may be required by the Director General to undergo a medical examination at any time during their term of office, at the expense of the Office.

*Article 40.11. - Record of service*

Documents relating to a staff member's service with the Office shall be kept in an individual file to which the staff member may have access.

*Article 40.12. - Reports on staff members*

- (a) Reports written in the form prescribed by the Director General and established by persons designated by him shall be made on each staff member before the end of the probationary period and annually thereafter. Such reports may also be made on a staff member, as considered necessary by the Department concerned, and forwarded to the Director General.
- (b) A staff member shall be given the opportunity of discussing with his supervisor any report made on him under paragraph (a) above; he shall thereafter sign the report signifying that he has read it.
- (c) If a staff member wishes, for record purposes only, to comment on a report concerning him, without contesting any statement made therein, he shall transmit his written observations through the official channels, not later than five working days after having signed the report. The staff member's observations shall be placed in his personal file together with the report to which they refer.
- (d) If a staff member wishes to contest any statement contained in a report concerning him, he shall, not later than five working days after having received a copy, submit to the Director General through the Head of his Department, a concise written account of his objections and of the facts and conclusions upon which they are based.

If, within ten working days of receiving this account, the Director General is unable to resolve the matter in such a way that the staff member withdraws in writing his objections to the report, the matter shall be placed as soon as possible before the Administrative Commission. The staff member concerned shall be informed in writing by the Director General of the decision taken by this Commission.

*Article 40.13. - Promotion*

- (a) The term "promotion" shall be taken to mean the advancement of a staff member to a higher grade either within a given category or involving a change of category. A staff member may be promoted for an indeterminate period or for a fixed-term period of not less than one year.
- (b) On promotion to a higher grade, the salary of a staff member shall be fixed at the first scale in the new grade, provided that the increase of his salary will not be less than would result from the scale increase in the new grade. If this is not the case, his salary shall be fixed at the scale in the new grade which provides an increase of not less than would result from the scale increase in the new grade.

*Article 40.14. - Salary increments*

- (a) Within-grade increases of one scale shall be granted every two years.
- (b) A salary increment may be granted earlier if the services of the staff member are highly appreciated. On the other hand it may be deferred or withheld if service is not satisfactory.
- (c) A salary increment may also be deferred or withheld for unsatisfactory conduct, as a disciplinary measure.

## CHAPTER V

### LEAVE

#### *Article 50.1. - Official public holidays*

Staff members shall observe French public holidays, namely: 1 January, Easter Monday, 1 May, Whit Monday, 14 July, 15 August, 1 November, 11 November, and 25 December. These holidays are granted in addition to annual leave.

#### *Article 50.2. - Annual leave*

- (a) Staff members shall be granted annual paid leave of five weeks or twenty-five working days, after twelve months' service.
- (b) Staff members who are recruited or who terminate service within the year shall be granted annual paid leave in proportion to the duration of service completed.
- (c) Annual leave may be taken in units of not less than one week and only in accordance with a leave schedule to be established in the light of anticipated requirements of the Department. However, if the needs of the Department permit, leave may be authorised on dates other than those indicated on the approved leave schedule.
- (d) Notwithstanding the provisions of paragraph (c) above, the dates indicated on the approved leave schedule may be changed in cases of emergency.
- (e) Staff members are entitled and expected to take leave in the calendar year in which it is earned.
- (f) A staff member may, at the discretion of the Director General, be granted advance annual leave up to a maximum of two weeks.
- (g) A staff member may, in cases of emergency, be recalled from annual leave.
- (h) A staff member who, due to the needs of the Department has not taken the annual leave to which he or she is entitled, shall upon termination of service, be entitled to receive in lieu thereof a sum of money equivalent to the salary and emoluments provided for in these Rules, up to a maximum of sixty working days.
- (i) Any staff member who has taken advance leave in excess of that to which he or she is entitled shall refund to the Office upon termination of service the salary and emoluments paid to him for the corresponding period.

#### *Article 50.3. - Special leave*

The Director General may grant special paid leave up to a maximum of one week per year.

The Director General may grant special unpaid leave to face exceptional situations, particularly of a personal nature, if the reasons thereof are valid.

*Article 50.4. - Home leave*

- (a) Staff members who are not French nationals shall be entitled to additional leave of one week every two years for the purpose of regularly returning to their home country in order to remain in contact with such country.
- (b) A staff member shall be entitled to home leave for each twenty-four month period of continuous service. Subject to the needs of the Department, such leave may be advanced by a maximum of six months or postponed by a maximum of twelve months from the date at which such entitlement commences. Any home leave that has not been taken within twelve months of the date at which such entitlement commences shall be forfeited, unless such postponement was at the request of the Director General.
- (c) For travel entitlement reasons, the recognised home leave point shall be, for the purposes of this Article, the place in the home country with which the staff member had the closest ties during the period prior to his appointment to the Office.
- (d) The travel expenses to and from the place of the recognised home of the staff member shall be paid by the Office.

*Article 50.5. - Unauthorised absence*

Unauthorised absence shall render a staff member subject to disciplinary measures under Chapter IX of the Staff Regulations.

CHAPTER VI

**SOCIAL SECURITY AND PENSIONS**

*Article 60.1. - Medical care*

The health protection of the members of the Central Bureau shall be provided, with their participation, by a system of insurance based on agreements signed with the French Social Security and, if applicable, by supplementary insurance cover taken out with an insurance company providing all necessary guarantees.

*Article 60.2. - Sick leave*

- (a) Any staff member who is absent from duty for more than three consecutive working days for medical reasons shall, not later than the fourth day of absence, obtain from his doctor a certificate specifying that he is medically unfit for work and indicating the probable duration of his absence. If the necessary period of absence is extended beyond the date indicated, he shall forward, not later than that date, a further medical certificate.

- (b) Any staff member who has taken periods of non-certified sick leave totalling seven working days within the year commencing on 1 January shall, if he takes further sick leave within that year which is not supported by a medical certificate, have such leave deducted from annual leave or counted as leave without pay.
- (c) Any staff member on sick leave shall receive his full salary for a period which shall not exceed six months during the same year and shall not extend beyond the date of expiry of his contract.

Beyond this period, leave on half pay may be granted for a further period of six months, but shall lapse on the date of expiry of his contract.

- (d) A staff member who is unable to return to work upon the expiry of the leave to which he is entitled according to (c) above, shall be placed on special leave without pay.

*Article 60.3. - Maternity leave*

- (a) Any staff member who at the expected date of confinement will have completed not less than ten months of continuous service shall be entitled to maternity leave with full pay, including all allowances and indemnities, upon presentation of a medical certificate signed by a duly qualified doctor, stating that the confinement will probably take place with a period of six weeks.
- (b) At the request of the staff member concerned, the Director General may permit her to commence her maternity leave less than six weeks but not less than four weeks before the probable date of confinement. The total duration of maternity leave shall be sixteen weeks from the date on which this leave is granted, it being understood that such duration includes in all cases the six weeks following confinement.

*Article 60.4. - Illness, injury or death attributable to the performance of official duties*

- (a) In the event of illness or injury attributable to the performance of official duties, all members of the Central Bureau shall be entitled to reimbursement of all reasonable medical, surgical, pharmaceutical and hospital expenses and of expenses incurred in following a course of treatment, as well as to reimbursement of all travel expenses that are necessary to obtain adequate treatment and of expenses resulting from the purchase or normal replacement of any necessary artificial prostheses or orthopaedic appliances. In addition, during any absence from service as a result of their incapacity, they shall receive the salary, allowances and indemnities to which they are normally entitled as well as the annual salary increments that they would normally be granted.
- (b) In the event of death of a member of the Central Bureau resulting from a disease or accident covered by this Article, the Office shall pay, in addition to the indemnity provided for in Article 80.6., all expenses incurred and in particular reasonable funeral costs.
- (c) The reimbursement of the benefits referred to in (a) and (b) of this Article is covered by the insurance policies taken out by the Office for this purpose.

- (d) None of the benefits referred to in (a) and (b) of this Article shall be granted when the disease, accident or death of the staff member is occasioned by the deliberate intention of the relevant person

*Article 60.5. - Pension Fund*

- (a) The members of the Central Bureau shall participate in the French Social Security Pension Fund, thereby complying with agreements signed in accordance with the provisions of Article 13.2.e. of the Headquarters Agreement signed in Paris on 21 February 1977.
- (b) The members of the Central Bureau may also contribute to the Pension Fund of the Office, under the conditions set out in the Internal Rules of the said Fund.

CHAPTER VII

**TRAVEL AND TRANSPORTATION EXPENSES**

*Article 70.1. - Travel authority*

Travel at the expense of the Office shall be subject to the prior approval of the Director General and the preparation of an assignment order.

*Article 70.2. - Route and means of transport*

- (a) All travel at the expense of the Office shall be made in accordance with the route, means of transport and class prescribed by the Director General.
- (b) As a general rule, the most direct and economical route and means of transport shall be prescribed unless it is established to the satisfaction of the Director General that the use of an alternative route and/or means of transport is in the interests of the Office.
- (c) Travel by private car may be authorised, at the request of the staff member, subject to such conditions as the Director General may prescribe and provided that the staff member holds valid automobile insurance covering any damage or loss involving the car and the persons or property of third parties, including passengers.

*Article 70.3. - Travel and removal expenses*

- (a) Staff members in Category II whose recognised home is not located in Paris at the time of their appointment to the Central Bureau shall, upon presentation of supporting documents, receive reimbursement of the travel and removal expenses for themselves and for the members of their family.

The members of their family are deemed to be the spouse and dependent children of the staff member who live under the same roof.

- (b) The travel expenses for which reimbursement is provided in this Article include:
- the cost of transportation by the shortest and most economical route;
  - the cost of reserving seats;
  - the cost of transportation of excess baggage. In the event of travel by air, reimbursement shall only be made if the baggage is transported for the needs of the Department or if such transportation is expressly authorised by the Director General.
- (c) The same entitlement applies in the event of termination of service or death of the staff member, to return to the country and place of his recognised home.
- (d) In the event of the duties of the staff member being terminated during the probationary period or, if the staff member resigns before the second year of service, one half of the travel and removal expenses must be reimbursed to the Office.

*Article 70.4. - Assignment expenses*

- (a) Staff members who undertake travel in the service of the Office, in performance of an assignment order, shall be entitled to the reimbursement of their travel expenses and to a *per diem* allowance payable upon departure, in accordance with the scales and rates fixed by the Director General.
- (b) This per diem allowance shall cover all expenses likely to be incurred by a staff member on assignment, with the exception of the following expenses which may be reimbursed separately upon presentation of supporting documents:
- long distance telegraph and telephone expenses incurred for reasons of official duty;
  - entertainment expenses incurred by a staff member subject to special authorisation by the Director General;
  - exceptional and unforeseen expenses incurred in the event of *force majeure* in the interests of the Office and resulting in expenditure which is disproportionate to the assignment expenses allocated.

*Article 70.5. - Travel within the Paris area*

Staff members authorised to undertake travel within the Paris area for reasons of official duty by taxi or public transport, shall receive reimbursement of the expenses incurred, or if they use their own vehicle, shall receive a mileage allowance fixed by the Director General.

## CHAPTER VIII

### TERMINATION OF SERVICE

#### *Article 80.1. - Expiry of a temporary or a fixed-term appointment*

A temporary or fixed-term appointment shall expire automatically and without notice or indemnity on the expiration date specified in the letter of appointment provided for in Article 40.3. of these Rules.

#### *Article 80.2. - Termination of appointment by the Director General*

- (a) The Director General may terminate an appointment of a staff member in the circumstances provided for in Articles 8.1. through 8.3. of the Staff Regulations.
- (b) The staff member shall be notified in writing by the Director General of the termination of his appointment, stating the reasons for such termination and with prior notice at least equal to the notice period provided for in the letter of appointment.

If notice of termination is not given within the prescribed period of time, the staff member whose appointment is terminated shall receive the salary and indemnities corresponding to the duration of the period of notice.

No prior notice is necessary if the appointment is terminated as a result of disciplinary measures.

#### *Article 80.3. - Indemnity on termination*

- (a) Upon termination, a staff member is entitled to an indemnity:
  - (i) when the appointment is terminated by the Director General, if the post held by the staff member is abolished or if the number of employees is reduced;
  - (ii) if the Office does not offer him another post of equivalent rank;
  - (iii) if, in the case of civil servants, he is not immediately employed by a government body in his home country.
- (b) The amount of the indemnity on termination due in the cases provided for in (a) above, shall be calculated as follows:
  - (i) in the event of termination of a temporary appointment, the indemnity shall represent five times the daily remuneration for each month of service remaining to be worked, up to a maximum of thirty times the daily remuneration;
  - (ii) in the event of termination of a fixed-term appointment, up to six years of service, the indemnity shall represent five times the daily remuneration for each month of service remaining to be worked, subject to a minimum of thirty days' and a maximum of one hundred and twenty days' remuneration;

- (iii) in the event of termination of an indeterminate appointment, after at least two years of service, or a fixed-term appointment, after at least six years of service, an indemnity is due based on the following scale:

Years of service	Indemnity (monthly remuneration multiplied by)	
	Indeterminate appointment	Fixed-term appointment
2	3	
3	3	
4	4	
5	5	
6	6	3
7	7	5
8	8	7
9	9	9
10	9.5	9.5
11	10	10
12	10.5	10.5
13	11	11
14	11.5	11.5
15 or more	12	12

- (c) The amount of the salary and allowance taken into account to determine the indemnity on termination is that paid to the staff member at the date on which he leaves the Office.

*Article 80.4. - Resignation*

- (a) A staff member may resign from his duties on giving the Director General prior notice at least equal to that provided for in the letter of appointment (Article 40.3.).
- (b) If a staff member resigns during the probationary period, the period of notice shall be ten days for a temporary appointment and one month for a fixed-term or indeterminate appointment.
- (c) The Director General may, at his discretion, accept the notice of resignation of a staff member on shorter notice than that provided for in paragraphs (a) and (b) above.

*Article 80.5. - Retirement*

The Director General of the OIE may decide on the compulsory retirement of an officer at any time after the said officer meets the conditions laid down in Article 8 of the Internal Rules of the OIE Autonomous Old-Age Pension Fund adopted in May 2013.

*Article 80.6. - Death indemnity*

(a) In the event of the death of a staff member with an appointment of a duration of at least three years, a single indemnity, proportionate to the number of years and months of service worked and calculated according to the following scale, shall be paid to his dependant or dependants for whom family allowances are payable and whom the Director General shall designate:

<b>Number of years' service</b>	<b>Indemnity (monthly remuneration multiplied by)</b>
3 years at least	3
5 years at least	4
7 years at least	5
9 years at least	6

(b) No payment shall be made if no spouse or dependent child survives the staff member.

*Article 80.7. - Certificate of service*

Any staff member who so requests shall, on termination of service, be given by the Director General a certificate specifying the nature of his duties and the length of his service. On the written request of the staff member concerned, the certificate shall include an appraisal of his work and behaviour.

*Article 80.8. - Repatriation grant*

(a) A staff member in Category II who has completed not less than one year of continuous service outside the country of his recognised home shall be entitled upon termination of service to a repatriation grant calculated according to the number of years and months of qualifying service, which he has completed outside the country of his recognised home, in accordance with the following scale:

Number of years of continuous service outside the country of the recognised home	Months of remuneration	
	Staff member with a spouse or dependent child at the date of termination of service	Staff member without a spouse or dependent child at the date of termination of service
1 year	1	0.75
2 years	2	1.25
3 years	2.50	1.50
4 years	3	1.75
5 years	3.50	2
6 years	4	2.25
7 years	4.50	2.50
8 years	5	2.75
9 years	5.50	3.25
10 years or more		
than 10 years	6	3.50

- (b) The repatriation grant shall be paid at the higher of the two rates to a staff member who is married or has dependent child, regardless of their place of residence.
- (c) A staff member who abandons his post or whose appointment is terminated as a result of disciplinary measures shall not be entitled to a repatriation grant.
- (d) In the event of the death of an eligible staff member, the grant shall be paid to his spouse or, if he leaves no spouse, to his dependent child or children, at the lower rate if there is one such survivor or at the higher rate if there are two or more such survivors. If no spouse or dependent child survives the staff member, the repatriation grant shall not be payable.
- (e) The payment of the repatriation grant shall be subject to the presentation by the former staff member or, in the event of death, by his surviving spouse or, if he leaves no spouse, by his dependent child or children, of proof acceptable by the Director General of his, her or their relocation to the recognised home country.

## CHAPTER IX

### **DISCIPLINARY MEASURES**

#### *Article 90.1. - Procedures for the application of disciplinary measures*

- (a) Before disciplinary measures, other than a warning, are taken, a written presentation of the charge for which disciplinary measures are proposed shall be transmitted in duplicate to the staff member concerned by the Director General. The staff member shall return one copy, bearing his initials, within a period of eight days of receipt thereof, together with any observations he may wish to make.
- (b) When the Director General or the Administrative Commission has decided to apply disciplinary measures, a document notifying the staff member subject to such disciplinary measures shall be sent in duplicate by the Director General to the staff member, who shall return one copy bearing his initials. In the case of a warning, the staff member may, if he so wishes, add his observations.
- (c) Any disciplinary measure concerning a staff member shall be included in his personal file, as provided for in Article 4.11. of these Rules.

#### *Article 90.2. - Suspension pending investigation*

When a staff member is accused of a serious offence and his continuance in service may prejudice the interests of the Office, the Director General may suspend the staff member from his duties, with or without pay, without prejudice to his rights, for the duration of the investigation.

## CHAPTER X

### **APPEALS**

#### *Article 100.1.*

Members of the Central Bureau shall have access to the Administrative Tribunal of the International Labour Organisation (I.L.O.), in accordance with the provisions of the Regulations of this Tribunal, once they have had recourse to all other means of appeal available to them under Article 10.1. of the Staff Regulations.

CHAPTER XI

**GENERAL PROVISIONS**

*Article 110.1.*

These Rules shall come into effect following their adoption by the Committee, in accordance with the provisions of Article 11.2. of the Staff Regulations.

On the proposals of the Director General or the Committee, these Rules may be supplemented or amended, subject to the maintenance of the acquired rights of the staff members.

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**SOCIAL SECURITY AGREEMENT**  
**BETWEEN**  
**THE GOVERNMENT OF**  
**THE FRENCH REPUBLIC**  
**AND**  
**THE OIE**



The Office International des Epizooties, on the one hand,  
and

The Government of the French Republic, on the other hand,

Considering that the Office has established its own social security system,

Wishing to clarify the situation with regard to French legislation on social security and unemployment insurance of staff members of the aforementioned Office pursuing their activity on French territory,

Having decided for this purpose to conclude an Agreement in accordance with Article 13 of the Agreement concerning the Headquarters and its privileges and immunities on French territory of the aforementioned Office, signed in Paris on 21 February 1977,

are agreed on the following provisions:

***Staff covered by the Agreement***

*Article 1*

For the application of this Agreement, the expression “staff member of the Office International des Epizooties (OIE)” means any staff member, whether permanent or temporary, belonging to one or other of the categories defined in Appendix B of the Agreement of 21 February 1977 concerning the Headquarters of the Office and its privileges and immunities on French territory.

***Social security system applicable***

*Article 2*

Staff members of the Office International des Epizooties (OIE) shall be subject to French social security legislation with regard to the following branches:

- sickness - maternity - death
- invalidity
- old age
- occupational accidents

They shall be affiliated to the French general social security scheme by the Office.

*Article 3*

Staff members of the Office International des Epizooties (OIE) shall not be entitled to benefit from French legislation with regard to:

- family allowances
- unemployment insurance

They shall receive the corresponding benefits as provided for under the Office's own scheme.

***Payment of benefits outside France***

*Article 4*

Old age and invalidity benefits, benefits for work-related accidents, including any revaluation increases and supplementary allocations acquired under French social security legislation and in accordance with the provisions of this Agreement by staff members of the Office who move their place of residence outside French territory, shall be maintained and paid in their new country of residence.

***Miscellaneous and final provisions***

*Article 5*

The terms of this Agreement and any difficulties in its application will be settled directly between the competent French authorities and the Director General of the Office International des Epizooties (OIE).

*Article 6*

- 1) Each of the Parties shall notify the other as to the accomplishment of the formalities required of it in order to implement this Agreement, which will come into force on the first day of the month following the date of the last modification.
- 2) The Agreement is concluded for a period of one year and will be tacitly renewed from year to year, unless notice of termination is given three months before expiration of the current term. It may be revised or supplemented at the request of either Party.

Done at Paris, on 12th April 1984,  
in two copies, each copy being equally authentic.

# **FAMILY ALLOWANCE**



**Family allowance**  
(decision dated 14 December 1984)

*Article 1*

Any staff member with only one dependent child fulfilling the conditions set out in point (i) of Article 30.7(a) of the Staff Regulations shall be entitled, as from 1 January 1984, to a family allowance of:

- 5 salary points per month if the child is under the age of 10 years;
- 7.5 salary points if the child is aged 10 to 14 years;
- 10 salary points if the child is aged 15 years or over.

*Article 2*

Any staff member with two or more dependent children fulfilling the conditions set out in point (i) of Article 30.7(a) of the Staff Regulations shall be entitled, as from 1 September 1984, to a family allowance, the amount of which shall be in line with family allowances provided for under French law.

*Article 3*

Any staff member with one or more dependent children fulfilling the conditions set out in point (ii) of Article 30.7(a) of the Staff Regulations shall be entitled, as from 1 January 1984, to a family allowance of 10 salary points per month and per child.

*Article 4*

Family allowances shall be funded by the General Budget of the OIE, "Staff expenses" chapter, "Social charges" section.

*Article 5*

The Head of the Administration Department shall be responsible for implementing this decision.

## Annex 2: Insurance Coverage



World Organisation  
for Animal Health  
Founded as OIE



**Company name: OFFICE INTERNATIONAL EPIZOOTIES**

**Insured population: All personnel**

**Effective date: 01/01/2025**

Subject to the exclusions and conditions of cover set out in the insurance contract.

**BENEFITS**  
Expressed as a % of the benefit  
calculation basis (gross salary)

### DEATH

#### DEATH (OR TILA ) ALL CAUSES

• Lump sum payable on the insured member's death (or early payment of lump sum in case of TILA)

• Single, widowed, divorced or separated (legal or amicable separation where this is recorded in the register of births, deaths and marriages), with no dependent children

200%TA + 200%TB

• Married, in a civil partnership, or cohabiting, with no dependent children

300%TA + 300%TB

• Single, widowed, divorced or separated (legal or amicable separation where this is recorded in the register of births, deaths and marriages), with dependent child(ren)

300%TA + 300%TB

• Married, in a civil partnership or cohabiting, with dependent child(ren)

300%TA + 300%TB

• Supplement for each dependent child from the first onwards

100%TA + 100%TB

#### DOUBLE BENEFIT

Additional lump sum in case of the simultaneous or subsequent death of the spouse, civil partner or cohabitant (lump sum shared between the dependent children)

100% of the death (all causes) lump sum

### ACCIDENTAL DEATH

#### ACCIDENTAL DEATH

Additional lump sum in case of the employee's accidental death

100% of the death (all causes) lump sum

### EDUCATIONAL ALLOWANCE

#### TEMPORARY ALLOWANCE

Temporary annual allowance payable on the insured member's death, per dependent child:

• Until the 12th birthday

5%TA + 5%TB

• From age 12 to the 18th birthday

10%TA + 10%TB

• From age 18 to the 28th birthday, if in education

15%TA + 15%TB

This allowance is paid to disabled dependent children for life.

### TEMPORARY INCAPACITY / PERMANENT DISABILITY OR INCAPACITY

#### TEMPORARY INCAPACITY(\*\*)

Benefits are expressed as a % of the benefits calculation basis (gross salary) less gross daily allowances paid by French Social Security.

• Waiting period of 90 days' continuous sick leave from work

90%TA + 90%TB

#### TOTAL OR PARTIAL PERMANENT DISABILITY OR INCAPACITY(\*\*)

Benefits are expressed as a % of the benefits calculation basis (gross salary) less gross daily allowances paid by French Social Security.

• Social Security category 1 disability or degree of permanent incapacity of  $\geq 33\%$  and  $< 66\%$ .

60%TA + 60%TB

• Social Security category 2 disability or degree of permanent incapacity of  $\geq 66\%$ .

100%TA + 100%TB

• Social Security category 3 disability or degree of permanent incapacity of  $\geq 66\%$  with the requirement for third-party assistance

100%TA + 100%TB

TA: salary band (*tranche*) up to the annual French Social Security ceiling  
TB: salary band (*tranche*) between 1 and 4 times the annual French Social Security ceiling  
TC: salary band (*tranche*) between 4 and 8 times the annual French Social Security ceiling

MSSC: monthly French Social Security ceiling (for information: €3,925 at 01/01/2025)  
ASSC: annual French Social Security ceiling (for information: €47,100 at 01/01/2025)

TILA: Total and irreversible loss of autonomy  
ATILA: Accidental total and irreversible loss of autonomy

For death and total and irreversible loss of autonomy benefits, the total amount of benefits paid by the insurer for a single insured member may not exceed **eighty times the annual French Social Security ceiling**. This limit includes the insured lump sums and, where applicable, the lump sums from which the allowances and pensions are paid.

(\*\*) The total amount of benefits received by the insured member may not exceed the insured member's net salary. The total amount of benefits includes the remuneration paid by the employer, the benefits paid under this plan, the benefits paid by French Social Security and any other compulsory group death & disability benefits provider, and statutory unemployment benefits. If this limit is exceeded, the benefits will be reduced accordingly.