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AMENDMENTS TO STAFF REGULATIONS AND RULES

Document prepared by the Director General

TABLE OF CONTENTS

Sections of document WO/CC/86/3

I. Introduction

II. Amendments to Staff Regulations (for approval)

III. Amendments to Staff Rules (for notification)

Annexes

Annex I Proposed amendments to Staff Regulations

Annex II Amendments to Staff Rules

I. INTRODUCTION

1. Amendments to the Staff Regulations and to the Staff Rules are presented to the WIPO Coordination Committee for approval and for notification, respectively.

2. These amendments are presented as part of the ongoing review of the Staff Regulations and Rules, which allows the World Intellectual Property Organization (WIPO) to maintain a sound regulatory framework that adapts swiftly to, and supports, the changing needs and priorities of the Organization.

II. AMENDMENTS TO STAFF REGULATIONS (FOR APPROVAL)

3. The proposed amendments to the Staff Regulations are provided in Annex I with explanatory notes. The main amendments are also explained below.

Regulation 3.3 – Dependency Allowances

4. The proposed amendment aims to expressly allow WIPO to deduct from the dependent child allowance paid by the Organization the amount of any other dependency allowance received from an external source by the other parent if the latter cohabits with the staff member but is not recognized as a spouse. Currently, the Regulation only refers to allowances received from an external source by the staff member or the staff member's spouse. The change will help to avoid duplication of benefits, ensure equality among staff members, and better reflect the evolving family structures and living arrangements increasingly represented within the WIPO workforce.

Regulation 4.2 – Geographical Distribution and Gender Balance

5. It is proposed to amend the Regulation to stipulate that Professional posts of examiners requiring special language skills are not subject to geographical distribution.

Regulation 9.8 – Termination Indemnity

6. Currently, in case of termination for reasons of health, only the disability benefit paid to the staff member is deducted from the termination indemnity. However, staff who have reached early retirement age (55 or 58) or their normal retirement age (60 or 62) but not the mandatory retirement age (65) may opt for a retirement or early retirement benefit in lieu of a disability benefit.

7. To ensure financial responsibility, as well as the fair and consistent treatment of staff, it is proposed that the termination indemnity should also be reduced by the amount of the retirement or early retirement benefit that may be paid for the corresponding period. This will also apply to staff who are terminated for health reasons without the award of a disability benefit, as there is no reason the conditions of their termination should be more favorable than those of staff who are incapacitated for further service.

Other Amendments

8. Other amendments, which are less substantive in nature or aimed at deleting an outdated provision, are also proposed to the following Regulations, as detailed in Annex I:

Regulation 8.2 – Advisory Body

Regulation 12.5 – Transitional Measures

III. AMENDMENTS TO STAFF RULES (FOR NOTIFICATION)

9. The amendments to the Staff Rules are provided in Annex II with explanatory notes. The main amendments are also explained below.

Rule 5.3.1 – Home Leave

10. Amendments to Staff Rule 5.3.1 ("Home Leave") were required to reflect changes related to the introduction of a points system and abolition of the odd/even year cycle system. The principle, however, remains the same, namely, expatriate staff members are entitled to home leave every two years.

11. Other changes were aimed at increasing flexibility for staff and/or simplifying procedures.

Other Amendments

12. Other amendments, which are less substantive in nature, were or will be made to the following Rules, as detailed in Annex II:

Rule 3.10.1	–	Language Allowance
Rule 3.14.2	–	Limits of Eligibility [Education Grant]
Rule 3.14.4	–	Amount of the Special Education Grant
Rule 4.16.1	–	Probationary Period
Rule 4.19.1	–	Performance Appraisal of Staff Members on Fixed-term and Continuing Appointments
Rule 4.19.2	–	Performance Appraisal of Temporary Staff Members
Rule 6.2.2	–	Sick Leave and Special Leave for Prolonged Illness
Rule 6.2.4	–	Health Protection and Insurance for Temporary Staff Members
Rule 8.2.1	–	Joint Advisory Group
Rule 8.2.2	–	Petition by Staff Members
Rule 11.4.2	–	Administrative Resolution of Rebuttal of Performance Appraisals
Annex IV	–	Specific Rules applicable to Staff Members in Part-Time Employment

13. *The WIPO Coordination Committee is invited:*

(i) to approve the amendments to the Staff Regulations as provided in Annex I, document WO/CC/86/3; and

(ii) to note the amendments to the Staff Rules as provided in Annex II, document WO/CC/86/3.

[Annexes follow]

PROPOSED AMENDMENTS TO STAFF REGULATIONS

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
Regulation 3.3 Dependency Allowances	[…] (b) The dependent child allowance shall be reduced by the amount of any other dependency allowance received from the International Bureau or from any source external to the International Bureau by the staff member or the staff member's spouse. […]	[…] (b) The dependent child allowance shall be reduced by the amount of any other dependency allowance received from the International Bureau or from any source external to the International Bureau by the staff member**,** ~~or~~ **by** the staff member's spouse**, or by the other parent if the latter cohabits with the staff member**. […]	It is proposed to amend the Regulation to expressly allow WIPO to deduct from the dependent child allowance paid by the Organization the amount of any other dependency allowance received from an external source by the other parent if the latter cohabits with the staff member but is not recognized as a spouse. Currently, the Regulation only refers to allowances received from an external source by the staff member or the staff member's spouse. The change will help to avoid duplication of benefits, ensure equality among staff members, and better reflect the evolving family structures and living arrangements increasingly represented within the WIPO workforce.
Regulation 4.2 Geographical Distribution and Gender Balance	(a) Due regard shall be paid to the importance of recruiting staff members on as wide a geographical basis as possible, recognizing also the need to take into account considerations of gender balance. (b) Recruitment on as wide a geographical basis as possible, in accordance with the requirements of paragraph (a) above, shall not apply to staff members appointed to "language" positions (namely positions of translators, interpreters, editors and revisers) or to staff members appointed to positions in the General Service and National Professional Officer categories.	(a) Due regard shall be paid to the importance of recruiting staff members on as wide a geographical basis as possible, recognizing also the need to take into account considerations of gender balance. (b) Recruitment on as wide a geographical basis as possible, in accordance with the requirements of paragraph (a) above, shall not apply to staff members appointed to "language" positions (**for example,** ~~namely~~ positions of translators, interpreters, editors, ~~and~~ revisers **and examiners subject to special language requirements**) or to staff members appointed to positions in the General Service and National Professional Officer categories.	Professional posts of examiners requiring special language skills should not be subject to geographical distribution. It is proposed to amend the Regulation accordingly.
Regulation 8.2 Advisory Body	The Director General shall establish an advisory body with staff participation. The advisory body shall advise the Director General on any personnel or administrative matters which he or she wishes to refer to it, including provisions of the Staff Regulations and Rules or related administrative issuances. The advisory body may also give advice to the Director General on its own initiative on such matters.	The Director General **may** ~~shall~~ establish an advisory body with staff participation~~. The advisory body shall advise the Director General~~ **to advise him or her** on any personnel or administrative matters which he or she wishes to refer to it, including provisions of the Staff Regulations and Rules or related administrative issuances. ~~The advisory body may also give advice to the Director General on its own initiative on such matters.~~	It is proposed to (i) remove the obligation to establish an advisory body (Regulation 8.2) and (ii) abolish the JAG as a standing body (Rule 8.2.1, see Annex II). Instead, it will be left to the discretion of the Director General to establish *ad hoc* advisory panels, to seek advice on any specific personnel or administrative matter, as deemed useful, in addition to regular mandatory consultations with the Staff Council under Rule 8.1.1.

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
			The *ad hoc* consultation model will ensure enhanced efficiency and a more streamlined process. Depending on the subject matter of the requested advice, the members of the advisory body may be designated to contribute technical expertise and experience in specific areas, as required. This will result in more time-effective meetings and focused advice. It is recalled that under Staff Rule 8.1.1, the Administration is obliged to consult the WIPO Staff Council on "policies relating to staff welfare and personnel administration" (which includes amendments to the Staff Regulations and Rules), whereas consulting the JAG on "personnel or administrative matters" is optional. The WIPO Staff Council is also "entitled to make proposals on such matters to the Director General."
Regulation 9.8 Termination Indemnity	(a) […] (4) A staff member whose appointment is terminated for reasons of health shall receive the termination indemnity provided for in subparagraph (1) above, reduced by the amount of any disability benefit that the staff member may receive from the Pension Fund for the number of months to which the indemnity rate corresponds. […]	(a) […] (4) A staff member whose appointment is terminated for reasons of health shall receive the termination indemnity provided for in subparagraph (1) above, reduced by the **full** amount of any disability benefit**, early retirement benefit or retirement benefit (as applicable)** that the staff member may receive**, or would be entitled to receive,** from the Pension Fund **upon termination** for the number of months to which the indemnity rate corresponds. […]	Currently, in case of termination for reasons of health, only the disability benefit paid to the staff member is taken into account to reduce the termination indemnity. However, staff who have reached early retirement age (55 or 58) or their normal retirement age (60 or 62) but not the mandatory retirement age (65) may opt for a retirement or early retirement benefit in lieu of a disability benefit. To ensure financial responsibility, as well as the fair and consistent treatment of staff, it is proposed that the termination indemnity should also be reduced by the amount of the retirement or early retirement benefit that may be paid for the corresponding period. This will also apply to staff who are terminated for health reasons without the award of a disability benefit, as there is no reason the conditions of their termination should be more favorable than those of staff who are incapacitated for further service.
Regulation 12.5	Permanent Appointments (a) Permanent appointments are appointments of unlimited duration, the granting of which was replaced	Permanent Appointments (a) Permanent appointments are appointments of unlimited duration, the granting of which was replaced	No more staff members are eligible for a permanent appointment. Therefore, the corresponding transitional measure can be deleted.

Provision	Current Text	Proposed New Text	Purpose/Description of amendment
Transitional Measures	by continuing appointments. Permanent appointments may still be granted, under conditions prescribed by the Director General, to staff members in the Director, Professional or General Service categories who were holding a fixed-term appointment with the International Bureau as at December 31, 2011, who have completed at least seven years of continuous service, whose qualifications, performance and conduct have fully demonstrated their suitability as international civil servants and who have shown that they meet the standards required under Regulation 4.1. For staff members holding permanent appointments with the International Bureau, the permanent appointment shall be maintained for the duration of the staff member's service with the International Bureau. References to continuing appointments in these Staff Regulations and Rules shall be deemed to include permanent appointments, unless specified otherwise. […]	by continuing appointments. ~~Permanent appointments may still be granted, under conditions prescribed by the Director General, to staff members in the Director, Professional or General Service categories who were holding a fixed-term appointment with the International Bureau as at December 31, 2011, who have completed at least seven years of continuous service, whose qualifications, performance and conduct have fully demonstrated their suitability as international civil servants and who have shown that they meet the standards required under Regulation 4.1.~~ For staff members holding permanent appointments with the International Bureau, the permanent appointment shall be maintained for the duration of the staff member's service with the International Bureau. References to continuing appointments in these Staff Regulations and Rules shall be deemed to include permanent appointments, unless specified otherwise. […]	

[Annex II follows]

AMENDMENTS TO STAFF RULES

Provision	Current Text	New Text	Purpose/Description of amendment
Rule 3.10.1 Language Allowance	(a) A pensionable language allowance may be paid to staff members in the General Service category who pass an examination recognized by the Director General and who demonstrate proficiency in one or two of the following languages: Arabic, Chinese, English, French, German, Japanese, Korean, Portuguese, Russian, and Spanish. Notwithstanding the foregoing, the allowance shall not be payable for the staff member's mother tongue nor for any language in which the Director General determines the staff member is required to be fully proficient by the terms of his or her appointment. […]	(a) A pensionable language allowance may be paid to staff members in the General Service category who pass an examination recognized by the Director General and who demonstrate proficiency in ~~one or~~ two **or more** of the following languages: Arabic, Chinese, English, French, German, Japanese, Korean, Portuguese, Russian, and Spanish. Notwithstanding the foregoing, the allowance shall not be payable for the staff member's mother tongue nor for **the** ~~any~~ language in which ~~the Director General determines~~ the staff member is required to be ~~fully~~ proficient **as prescribed in an administrative issuance** ~~by the terms of his or her appointment~~. […]	**Entry into force: March 12, 2026 (Information Circular No. 5/2026)** Previously, the determination of the language(s) in which a staff member was "required to be fully proficient by the terms of his or her appointment" was made by reference to the language requirements set out in the staff member's job description. The amendments allowed delinking the payment of the allowance from the job description.
Rule 3.14.2 Limits of Eligibility	[…] (b) Any tuition listed under Rule 3.14.2(a)(5), above, must be given by a person who is a duly qualified teacher certified in the subject of instruction in his or her country of origin or in the country of the duty station and who is not a relative of the staff member and his or her family. The staff member will be required to present evidence of the teacher's certification. […]	[…] (b) Any tuition listed under Rule 3.14.2(a)(5), above, must be given by a person who is a duly qualified teacher certified in the subject of instruction ~~in his or her country of origin or in the country of the duty station~~ and who is not a relative of the staff member and his or her family. The staff member will be required to present evidence of the teacher's certification. […]	**Entry into force: October 1, 2025 (Information Circular No. 29/2025)** Rule 3.14.2 was amended to remove the requirement for private tutors to be certified in the subject of instruction "in [their] country of origin or in the country of the duty station". Under the revised provision, it is enough for private tutors to be certified in the subject of instruction, regardless of where certification was obtained.
Rule 3.14.4 Amount of the Special Education Grant	(a) Admissible expenses for the special education grant referred to in Regulation 3.14(c) shall include those educational expenses required to provide an educational programme designed to meet the needs of the child so that he or she may attain the highest level of functional ability, under conditions established by the Director General. Admissible expenses shall also include boarding for attendance at an educational institution outside the duty station. […]	(a) Admissible expenses for the special education grant referred to in Regulation 3.14(c) shall include those educational expenses required to provide an educational programme designed to meet the needs of the child so that he or she may attain the highest level of functional ability, under conditions established by the Director General. ~~Admissible expenses shall also include boarding for attendance at an educational institution outside the duty station.~~ […]	**Entry into force: October 1, 2025 (Information Circular No. 29/2025)** Rule 3.14.4 was amended to allow the inclusion, as an admissible expense, of boarding for attendance at an educational institution at the duty station, as this may be justified by the child's disability. The provision previously limited it to educational institutions "outside the duty station".

Provision	Current Text	New Text	Purpose/Description of amendment
Rule 4.16.1 Probationary Period	A staff member with an initial temporary appointment of between six and 12 months shall have a probationary period of two months. A staff member with an initial temporary appointment of three months or more but less than six months shall have a probationary period of one month.	A staff member with an initial temporary appointment of ~~between~~ **more than** six ~~and 12~~ months shall have a probationary period of two months. A staff member with an initial temporary appointment of ~~three~~ **six** months or ~~more but~~ less ~~than six months~~ shall **not be subject to** ~~have~~ a probationary period ~~of one month~~.	**Entry into force: January 1, 2026 (Information Circular No. 37/2025)** Rule 4.16.1 was amended to remove the requirement for a probationary period for staff members with an initial temporary appointment of six months or less.
Rule 4.19.1 Performance Appraisal of Staff Members on Fixed-term and Continuing Appointments	Rule 4.19.1 – Performance Appraisal of Staff Members on Fixed-term and Continuing Appointments […] (c) This Rule shall not apply to staff members on initial fixed-term appointments while they are on probation, in accordance with Regulation 4.17(b) and Rule 4.16.1. It shall also not apply to temporary staff members.	Rule 4.19.1 – Performance Appraisal ~~of Staff Members on Fixed-term and Continuing Appointments~~ […] (c) This Rule shall not apply to staff members ~~on initial fixed-term appointments~~ while they are on probation, in accordance with Regulation 4.17(b) and Rule 4.16.1. It shall also not apply to temporary staff members.	**Entry into force: January 1, 2026 (Information Circular No. 37/2025)** Rule 4.19.1 was amended to reflect the application of the new Performance Management Policy to all staff members.
Rule 4.19.2 Performance Appraisal of Temporary Staff Members	Rule 4.19.2 – Performance Appraisal of Temporary Staff Members (a) Temporary staff members shall be evaluated through the performance appraisal mechanisms established for staff members on temporary appointments. (b) A temporary staff member may request the preparation of a performance evaluation in anticipation of contract completion. In the event that an extension of contract is being considered by the International Bureau, and in the process of deciding whether to extend that contract, a performance evaluation shall be undertaken.	~~Rule 4.19.2 – Performance Appraisal of Temporary Staff Members~~ ~~(a) Temporary staff members shall be evaluated through the performance appraisal mechanisms established for staff members on temporary appointments.~~ ~~(b) A temporary staff member may request the preparation of a performance evaluation in anticipation of contract completion. In the event that an extension of contract is being considered by the International Bureau, and in the process of deciding whether to extend that contract, a performance evaluation shall be undertaken.~~	**Entry into force: January 1, 2026 (Information Circular No. 37/2025)** Rule 4.19.2 was deleted to reflect the application of the new Performance Management Policy to all staff members, including those on temporary appointments.
Rule 5.3.1 Home Leave	(a) A staff member meeting the required conditions shall be entitled to home leave if the Director General expects that he or she will remain in the service of the International Bureau for at least six months beyond the date of his return from such leave. In the case of his or her first home leave, his or her expected length of service must be at least 30 months as from the date of appointment.	(a) ~~A s~~**S**taff member**s** meeting the required conditions shall be entitled to home leave ~~if the Director General expects that he or she will~~ **provided they are expected to** remain in ~~the~~ service ~~of the International Bureau~~ for at least six months beyond the date of **their** ~~his~~ return from such leave **and,** ~~. I~~ **i**n the case of **the** ~~his or her~~ first home leave, **for at least six months beyond the date on which they will complete 24**	**Entry into force: October 1, 2025 (Information Circular No. 29/2025)** Amendments were required to reflect changes related to the introduction of a points system and abolition of the odd/even year cycle system. The principle, however, remains the same: expatriate

Provision	Current Text	New Text	Purpose/Description of amendment
	(b) Staff members whose eligibility under paragraph (a) above is established at the time of their appointment shall begin to accrue service credit towards home leave from that date. Staff members who, as a result of promotion, acquire home leave entitlement subsequent to their appointment shall begin to accrue service credit towards home leave from the effective date of such promotion. […] (e) Exceptionally, a staff member may be authorized to travel, on home leave, to a country other than that of the recognized home, if the Director General considers that family circumstances or reasons beyond the staff member's control so warrant, and provided that this does not result in additional expenditure for the International Bureau. (f) The first home leave for an eligible staff member shall fall due in the second calendar year after the one in which he or she is appointed or in which entitlement is acquired. (g) Subject to the exigencies of the service, home leave may be taken at any time during the calendar year in which it falls due. (h) In exceptional circumstances, staff members may be granted advance home leave, provided that not less than 12 months of qualifying service have been completed or that not less than 12 months of qualifying service have elapsed since the date of return from their last home leave. Where advance home leave has been granted, the year in which the next home leave falls due shall not be affected. (i) If a staff member delays taking home leave beyond the calendar year in which it falls due, such delayed leave may be taken without altering the time of his or her next and succeeding home leave entitlements, provided that not less than 12 months of	**months of qualifying service** ~~his or her expected length of service must be at least 30 months as from the date of appointment~~. (b) Staff members whose eligibility **for home leave** ~~under paragraph (a) above~~ is established at the time of their appointment shall begin to accrue service credit**s** towards home leave from that date. Staff members **who become eligible for**~~, as a result of promotion, acquire~~ home leave ~~entitlement~~ subsequent to their appointment shall begin to accrue service credit**s** ~~towards home leave~~ from the effective date **they become eligible** ~~of such promotion~~. […] (e) Exceptionally, a staff member may be authorized to travel~~,~~ on home leave~~,~~ to a country other than that of the recognized home, if ~~the Director General considers~~ **it is considered** that family circumstances or reasons beyond the staff member's control so warrant, and provided that this does not result in additional expenditure for the **Organization** ~~International Bureau~~. ~~(f) The first home leave for an eligible staff member shall fall due in the second calendar year after the one in which he or she is appointed or in which entitlement is acquired.~~ ~~(g) Subject to the exigencies of the service, home leave may be taken at any time during the calendar year in which it falls due.~~ **(f) A staff member's home leave shall fall due upon completion of 24 months of qualifying service.** **(g)** ~~(h) In exceptional circumstances, staff members may be granted a~~**A**dvance home leave **may be taken**, provided that not less than 12 months of qualifying service have been completed **in the case of the first home leave** or that not less than **11** ~~12~~ months of qualifying service have elapsed since the date of return	staff members are entitled to home leave every two years. Other changes aim at increasing flexibility for staff and/or simplifying procedures. Notably, the minimum interval between two home leave travels was reduced from 12 to 11 months.. Lastly, some changes are editorial or aimed at streamlining the existing provisions.

Provision	Current Text	New Text	Purpose/Description of amendment
	qualifying service elapse between the date of the staff member's return from the delayed home leave and the date of the next home leave departure. However, should the Director General or his or her authorized representative decide that exceptional circumstances arising from the exigencies of the service make it necessary for a staff member's home leave to be delayed beyond the calendar year in which it falls due, such delayed leave may be taken without altering the time of his or her next and subsequent home leave entitlements, provided that not less than six months of qualifying service are completed between the date of the staff member's return from the delayed home leave and the date of his or her next home leave departure. (j) A staff member may be required to take his or her home leave in conjunction with travel on official business, due regard being paid to his or her personal interests and those of his or her family. (k) Subject to the provisions of Chapter VII, staff members authorized to travel on home leave shall be entitled to travel time for themselves and to payment of outward and return travel expenses for them and their eligible family members for the journey between their official duty station and the place of their recognized home, or any other place in the same country provided that this does not result in additional expenditure for the International Bureau. When staff members who elect to receive a lump sum payment change the destination of their home leave to any other place in the same country that does not result in additional expenditure for the International Bureau, the calculation of the lump sum payment shall be based on the other place, not the place of their recognized home. (l) Eligible family members shall travel at the same time as the staff member taking home leave; however, exceptions may be authorized if the exigencies of the service or other special circumstances prevent staff members and their eligible family members from travelling together.	from the~~ir~~ last home leave. **The granting of** ~~Where~~ advance home leave **shall not advance the time of the next home leave entitlement** ~~has been granted, the year in which the next home leave falls due shall not be affected~~. **The granting of advance home leave shall be subject to the conditions for the entitlement being subsequently met.** **(h)** ~~(i) If a staff member delays taking home leave beyond the calendar year in which it falls due, such d~~**D**elayed **home** leave may be taken without altering the time of ~~his or her~~ **the** next and succeeding home leave entitlements, provided that not less than **11** ~~12~~ months of qualifying service elapse between the date of the staff member's return from the delayed home leave and the date of the next home leave departure. However, should the Director General or his or her authorized representative decide that exceptional circumstances arising from the exigencies of the service make it necessary for a staff member's home leave to be delayed beyond the ~~calendar year~~ **12-month period** in which it falls due, such delayed leave may be taken without altering the time of ~~his or her~~ **the** next and subsequent home leave entitlements, provided that not less than six months of qualifying service are completed between the date of the staff member's return from the delayed home leave and the date of his or her next home leave departure. ~~(j)~~ **(i)** A staff member may be required to take his or her home leave in conjunction with travel on official business, due regard being paid to his or her personal interests and those of his or her family. ~~(k)~~ **(j)** Subject to the provisions of Chapter VII, staff members authorized to travel on home leave shall be entitled to travel time for themselves and to payment of outward and return travel expenses for them and their eligible family members for the journey between their official duty station and the place of their recognized home, or any other place in the same country provided that this does not result in additional expenditure for the	

Provision	Current Text	New Text	Purpose/Description of amendment
	(m) If staff members are spouses and are employed by an organization applying the United Nations common system of salaries and allowances and entitled to home leave, each shall have the choice either of exercising his or her own home leave entitlement or of accompanying the spouse. The staff member accompanying the spouse shall be allowed travelling time not exceeding that which would have been authorized had he or she chosen to exercise his or her own home leave entitlement. Dependent children whose parents are both staff members entitled to home leave may accompany either parent, provided that the frequency of travel does not exceed once every two years. (n) A staff member travelling on home leave shall normally be required to spend a reasonable portion of such leave in the country of the recognized home. The Director General may request a staff member, on his or her return from home leave, to provide satisfactory evidence that this requirement has been fully met. (o) This Rule shall not apply to temporary staff members.	**Organization.** ~~International Bureau. When staff members who elect to receive a lump sum payment change the destination of their home leave to any other place in the same country that does not result in additional expenditure for the International Bureau, the calculation of the lump sum payment shall be based on the other place, not the place of their recognized home.~~ ~~(l) Eligible family members shall travel at the same time as the staff member taking home leave; however, exceptions may be authorized if the exigencies of the service or other special circumstances prevent staff members and their eligible family members from travelling together.~~ ~~(m)~~ **(k)** If staff members are spouses and are employed by an organization applying the United Nations common system of salaries and allowances and entitled to home leave, each shall have the choice either of exercising his or her own home leave entitlement or of accompanying the spouse. The staff member accompanying the spouse shall be ~~allowed travelling~~ **granted travel** time not exceeding that which would have been authorized had he or she chosen to exercise his or her own home leave entitlement. Dependent children whose parents are both staff members entitled to home leave may accompany either parent, provided that the frequency of travel does not exceed once every two years. ~~(n)~~ **(l)** ~~A s~~**S**taff member**s** travelling on home leave shall normally be required to spend a reasonable portion of such leave in the country of the recognized home. ~~The Director General may request a staff member, on his or her~~ **Upon** return from home leave, **they may be requested** to provide satisfactory evidence that this requirement has been ~~fully~~ met. ~~(o)~~ **(m)** This Rule shall not apply to temporary staff members.	

Provision	Current Text	New Text	Purpose/Description of amendment
Rule 6.2.2 Sick Leave and Special Leave for Prolonged Illness	[…] (c) Uncertified Sick Leave Staff members may take a total of seven working days of uncertified sick leave and/or leave for family-related emergencies within a calendar year. Any further absences from duty within that year shall be supported by a medical certificate; otherwise, the absence shall be deducted from the staff member's annual leave entitlement or, if annual leave is exhausted, charged as special leave without pay. Not more than three consecutive days of uncertified sick leave may be taken at a time. (d) Certified Sick Leave Except with the authorization of the Director General, no staff member shall be granted sick leave for a period of more than three consecutive working days without producing a certificate from a duly qualified medical practitioner, to the effect that he or she is unable to perform his or her duties and stating the probable duration of his or her absence. Such certificate shall, except in circumstances beyond the control of the staff member, be produced no later than the end of the tenth working day following the initial absence from duty. […] (e) Long Term Sick Leave and Special Leave for Prolonged Illness	[…] (c) Uncertified Sick Leave Staff members may take a total of seven working days of uncertified sick leave and/or leave for family-related emergencies within a calendar year. Any further absences from duty within that year shall be supported by a medical certificate**, subject to sub-paragraph (d) below**; otherwise, the absence shall be deducted from the staff member's annual leave entitlement or, if annual leave is exhausted, charged as special leave without pay. Not more than three consecutive days of uncertified sick leave may be taken at a time. (d) Certified Sick Leave **(1)** Except with the authorization of the ~~Director General~~ **medical adviser of the International Bureau**, no staff member shall be granted sick leave for a period of more than three consecutive working days without producing a certificate from a duly qualified medical practitioner, to the effect that he or she is unable to perform his or her duties and stating the probable duration of his or her absence. Such certificate shall, except in circumstances beyond the control of the staff member, be produced no later than the end of the tenth working day following the initial absence from duty. **(2) All certified sick leave must be reviewed and validated by the medical adviser of the International Bureau. If the certified sick leave is not validated by the medical adviser, the absence shall be deducted from the staff member's annual leave entitlement or, if annual leave is exhausted, charged as special leave without pay.** […] (e) Long Term Sick Leave and Special Leave for Prolonged Illness	Paragraphs (d), (f)(1), (f)(3), and (g)(1): The approval (or rejection) of certified sick leave and/or the designation of an external medical practitioner are operational decisions falling within the role and expertise of the Organization's medical adviser. New paragraph (d)(2): The requirement for validation of certified sick leave has been moved from paragraph (f)(1). Second sentence added to clarify the consequence of the rejection of certified sick leave.

Provision	Current Text	New Text	Purpose/Description of amendment
	[…] (4) Special leave for prolonged illness may be granted by the Director General, but only with half pay or without pay. The purposes for which such special leave may be granted shall normally be to provide a bridge to a staff member's recovery and resumption of duties, or pending the finding of incapacity by reason of injury or illness for further service within the meaning of the Regulations of the UNJSPF, and the consequent payment of a disability benefit. To receive consideration for special leave, a staff member should provide an appropriate medical certificate or, in the case of a pending request for the finding of incapacity, as referred to above, evidence of a petition to the UNJSPF for payment of disability benefits. The interests of the service to which the staff member is assigned must, however, be safeguarded.	[…] (4) Special leave for prolonged illness may be granted by the Director General, but only with half pay or without pay. The purposes for which such special leave may be granted shall normally be to provide a bridge to a staff member's recovery and resumption of duties, or pending the finding of incapacity by reason of injury or illness for further service within the meaning of the Regulations of the UNJSPF, and the consequent payment of a disability benefit. To receive consideration for special leave, a staff member should provide an appropriate medical certificate**, subject to review and validation by the medical adviser of the International Bureau,** or, in the case of a pending request for the finding of incapacity, as referred to above, evidence of a petition to the UNJSPF for payment of disability benefits. The interests of the service to which the staff member is assigned must, however, be safeguarded.	Paragraph (e)(4): Amended to include an express requirement for review and validation of medical certificates submitted to support a request for special leave for prolonged illness.
	(f) Obligations of Staff Members (1) All sick leave must be approved on behalf of the Director General. (2) Staff members shall be responsible for informing their supervisors as soon as possible of any absence due to illness or injury. Where practicable, they shall, before absenting themselves, report to the medical adviser of the International Bureau. (3) A staff member may at any time be required to submit a medical certificate as to his or her state of health or to undergo examination by a medical practitioner designated by the Director General. When a medical condition impairs a staff member's ability to perform his or her functions, the staff member may be directed not to attend the office and requested to seek treatment from a duly qualified medical practitioner.	(f) Obligations of Staff Members ~~(1) All sick leave must be approved on behalf of the Director General.~~ **(1)** ~~(2)~~ Staff members shall be responsible for informing their supervisors as soon as possible of any absence due to illness or injury. Where practicable, they shall, before absenting themselves, report to the medical adviser of the International Bureau. **(2)** ~~(3)~~ A staff member may at any time be required to submit a medical certificate as to his or her state of health or to undergo examination by **the medical adviser of the International Bureau or** a medical practitioner designated by the **medical adviser of the International Bureau** ~~Director General~~. When a medical condition impairs a staff member's ability to perform his or her functions, the staff member may be directed not to attend the office and requested to seek	Paragraph (f)(1): Deleted, as the current provision is inconsistent with the title of paragraph (f) ("Obligations of Staff Members"). The requirement for validation of certified sick leave has been moved to new paragraph (d)(2).

Provision	Current Text	New Text	Purpose/Description of amendment
	The staff member shall comply promptly with any direction or request under this Rule. (4) While on sick leave or special leave for prolonged illness a staff member shall not leave the area of the duty station without the prior approval of the Director General. (5) Staff members shall immediately notify the International Bureau of any case of contagious disease occurring in their household, or of any quarantine order affecting them. A staff member who, as a result of such circumstances, is asked not to attend the office shall receive full salary and other benefits, allowances and entitlements for the period of the authorized absence.	treatment from a duly qualified medical practitioner. The staff member shall comply promptly with any direction or request under this Rule. **(3)** ~~(4)~~ While on sick leave or special leave for prolonged illness a staff member shall not leave the area of the duty station without the prior approval of the ~~Director General~~ **Director of HRMD**. **(4)** ~~(5)~~ Staff members shall immediately notify **the medical adviser of** the International Bureau of any case of contagious disease occurring in their household, or of any quarantine order affecting them. A staff member who, as a result of such circumstances, is asked not to attend the office shall receive full salary and other benefits, allowances and entitlements for the period of the authorized absence.	Paragraph (f)(4): The authority to allow staff members to leave the duty station area while on sick leave has been delegated to the Director of HRMD since 2014, as this is an operational matter. Paragraph (f)(5): Amended to clarify to staff members whom they should notify in case of contagious disease in their household, namely, the Organization's medical adviser.
	(g) Review of Decisions Relating to Sick Leave (1) If the Director General is satisfied that the staff member on sick leave is able to resume his or her duties, the Director General may refuse to grant further sick leave or cancel the leave already granted; however, if the staff member so requests, the matter shall be referred to an independent practitioner acceptable to both the Director General and the staff member or a medical board. The medical board shall be composed of: (i) a medical practitioner selected by the staff member; (ii) a medical practitioner designated by the Director General; and (iii) a third medical practitioner, who shall be selected by agreement between the other two members and who shall not be a medical officer of the International Bureau.	(g) Review of Decisions Relating to Sick Leave (1) If the ~~Director General is satisfied that the staff member on sick leave is able~~ **medical adviser of the International Bureau does not validate a staff member's certified sick leave, the staff member shall be required** to resume his or her duties.~~, the Director General may refuse to grant further sick leave or cancel the leave already granted; however, i~~**I**f the staff member so requests, the matter shall be referred to an **external and** independent **medical** practitioner acceptable to both the **medical adviser of the International Bureau** ~~Director General~~ and the staff member. **The applicable procedures and conditions shall be prescribed by the Director General.** ~~or a medical board. The medical board shall be composed of:~~ ~~(i) a medical practitioner selected by the staff member;~~ ~~(ii) a medical practitioner designated by the Director General; and~~	Paragraph (g): The rule is clarified to provide review by an external medical practitioner in all cases in which certified sick leave is not validated by the Organization's medical adviser (and not only in cases where previous sick leave was granted). The details of the external review procedure (including the modalities for a medical board) will be provided in the HR Manual.

Provision	Current Text	New Text	Purpose/Description of amendment
	(2) Any request for referral to an independent practitioner or medical board pursuant to subparagraph (1) above shall be addressed to the Director General within thirty (30) calendar days following the notification of the contested decision. The Director General may waive this time limit if in his or her opinion this is justified by exceptional circumstances. […] (i) When illness lasting more than three consecutive working days occurs during annual leave or home leave, the conversion of these days into sick leave may be granted provided that an appropriate medical certificate is produced. In such circumstances, the staff member concerned shall be responsible for submitting a request for sick leave together with the medical certificate as soon as possible and in any event as soon as duties are resumed. […]	~~(iii)a third medical practitioner, who shall be selected by agreement between the other two members and who shall not be a medical officer of the International Bureau.~~ ~~(2) Any request for referral to an independent practitioner or medical board pursuant to subparagraph (1) above shall be addressed to the Director General within thirty (30) calendar days following the notification of the contested decision. The Director General may waive this time limit if in his or her opinion this is justified by exceptional circumstances.~~ […] (i) When illness lasting more than three consecutive working days occurs during annual leave or home leave, the conversion of these days into sick leave may be granted provided that an appropriate medical certificate is produced**, subject to sub-paragraph (d), above**. In such circumstances, the staff member concerned shall be responsible for submitting a request for sick leave together with the medical certificate as soon as possible and in any event as soon as duties are resumed. […]	Paragraph (i): Amended to clarify that review and validation of a medical certificate is a prerequisite for conversion of other types of leave into certified sick leave.
Rule 6.2.4 Health Protection and Insurance for Temporary Staff Members	[…] (c) Sick leave shall be granted to temporary staff members subject to the following: (1) temporary staff members who are unable to perform their duties owing to illness or injury or whose attendance is prevented by public health requirements shall be granted two days' sick leave per month of employment in accordance with the following provisions: (i) all sick leave must be approved on behalf of the Director General;	[…] (c) Sick leave shall be granted to temporary staff members subject to the following: (1) temporary staff members who are unable to perform their duties owing to illness or injury or whose attendance is prevented by public health requirements shall be granted two days' sick leave per month of employment in accordance with the following provisions: (i) all **certified** sick leave must be ~~approved on behalf of the Director General~~ **reviewed and validated by the**	Paragraph (c): Same amendments as Staff Rule 6.2.2.

Provision	Current Text	New Text	Purpose/Description of amendment
	(ii) temporary staff members shall be responsible for informing their supervisors as soon as possible of any absence due to illness or injury. Where practicable they shall, before absenting themselves, report to the medical adviser of the International Bureau; (iii) a temporary staff member may at any time be required to submit a medical certificate as to his or her state of health or to undergo examination by a medical practitioner designated by the Director General. When a medical condition impairs a staff member's ability to perform his or her functions, the staff member may be directed not to attend the office and requested to seek treatment from a duly qualified medical practitioner. The staff member shall comply promptly with any direction or request under this Rule; (iv) while on sick leave or special leave for prolonged illness a temporary staff member shall not leave the area of the duty station without the prior approval of the Director General; (v) temporary staff members shall immediately notify the International Bureau of any case of contagious disease occurring in their household, or of any quarantine order affecting them. A temporary staff member who, as a result of such circumstances, is asked not to attend the office shall receive full salary and other benefits, allowances and entitlements for the period of the authorized absence. (2) temporary staff members may take a total of seven working days of uncertified sick leave and/or leave for family-related emergencies within a calendar year. The entitlement shall be applied pro rata if the contract is for a duration of less than 12 months. Any further absences from duty within that year shall be supported by a medical certificate; otherwise, the absence shall be deducted from the temporary staff member's annual leave entitlement or, if annual leave is exhausted, charged as special leave without pay. Not more than	**medical adviser of the International Bureau. If the certified sick leave is not validated by the medical adviser, the absence shall be deducted from the staff member's annual leave entitlement or, if annual leave is exhausted, charged as special leave without pay**; (ii) temporary staff members shall be responsible for informing their supervisors as soon as possible of any absence due to illness or injury. Where practicable they shall, before absenting themselves, report to the medical adviser of the International Bureau; (iii) a temporary staff member may at any time be required to submit a medical certificate as to his or her state of health or to undergo examination by **the medical adviser of the International Bureau or** a medical practitioner designated by the **medical adviser of the International Bureau** ~~Director General~~. When a medical condition impairs a staff member's ability to perform his or her functions, the staff member may be directed not to attend the office and requested to seek treatment from a duly qualified medical practitioner. The staff member shall comply promptly with any direction or request under this Rule; (iv) while on sick leave or special leave for prolonged illness a temporary staff member shall not leave the area of the duty station without the prior approval of the ~~Director General~~ **Director of HRMD**; (v) temporary staff members shall immediately notify **the medical adviser of** the International Bureau of any case of contagious disease occurring in their household, or of any quarantine order affecting them. A temporary staff member who, as a result of such circumstances, is asked not to attend the office shall receive full salary and other benefits, allowances and entitlements for the period of the authorized absence. (2) temporary staff members may take a total of seven working days of uncertified sick leave and/or	

Provision	Current Text	New Text	Purpose/Description of amendment
	three consecutive days of uncertified sick leave may be taken at a time. […]	leave for family-related emergencies within a calendar year. The entitlement shall be applied *pro rata* if the contract is for a duration of less than 12 months. Any further absences from duty within that year shall be supported by a medical certificate**, subject to paragraph (c)(i), above**; otherwise, the absence shall be deducted from the temporary staff member's annual leave entitlement or, if annual leave is exhausted, charged as special leave without pay. Not more than three consecutive days of uncertified sick leave may be taken at a time. […] **(d) Rule 6.2.2(g), "Review of Decisions Relating to Sick Leave", shall apply to temporary staff members.** ~~(d)~~ **(e)** Parental leave shall be granted to temporary staff members under conditions established by the Director General. ~~(e)~~ **(f)** Rule 6.2.5, "Compensation for Loss of or Damage to Personal Effects Attributable to Service," shall apply to temporary staff members.	New sub-paragraph (d): Introduced to align the possibility of review of decisions relating to sick leave with that of staff members on fixed-term and continuing appointments.
Rule 8.2.1 Joint Advisory Group	Rule 8.2.1 – Joint Advisory Group (a) The advisory body provided for in Regulation 8.2 shall be called the Joint Advisory Group and be composed as follows: (1) three members and three alternates elected by the staff members of the International Bureau, from among the said staff members, according to a procedure established by the Director General; (2) three members and three alternates designated by the Director General from among the staff members of the International Bureau;	~~Rule 8.2.1 – Joint Advisory Group~~ ~~(a) The advisory body provided for in Regulation 8.2 shall be called the Joint Advisory Group and be composed as follows:~~ ~~(1) three members and three alternates elected by the staff members of the International Bureau, from among the said staff members, according to a procedure established by the Director General;~~ ~~(2) three members and three alternates designated by the Director General from among the staff members of the International Bureau;~~	It is proposed to (i) remove the obligation to establish an advisory body (Regulation 8.2, see Annex I) and (ii) abolish the JAG as a standing body (Rule 8.2.1). Instead, it will be left to the discretion of the Director General to establish *ad hoc* advisory panels, to seek advice on any specific personnel or administrative matter, as deemed useful, in addition to regular mandatory consultations with the Staff Council under Rule 8.1.1. The *ad hoc* consultation model will ensure enhanced efficiency and a more streamlined process. Depending on the subject matter of the requested advice, the members of the advisory body may be designated to contribute technical

Provision	Current Text	New Text	Purpose/Description of amendment
	(3) ex officio, as Secretary of the Group, the Director of HRMD or his or her alternate. (b) The Director General shall appoint a chair and one alternate chair who shall sit in the Group when the chair is unable to do so, from among the group members. (c) The members of the Joint Advisory Group and their alternates shall be elected or designated for two years. They shall be eligible for re-election or re-designation, and shall remain in office until their successors are elected or designated. (d) Meetings of the Joint Advisory Group shall be convened as necessary, either upon convocation by the Director General, the Director of HRMD, the Chair, at the request of at least two of its members, or at the request of at least fifty (50) staff members. (e) The Joint Advisory Group shall prepare an annual report to the Director General, setting out a summary of the matters referred to it redacting the names of any individual staff members. The Director General shall make such report available to staff.	~~(3) ex officio, as Secretary of the Group, the Director of HRMD or his or her alternate.~~ ~~(b) The Director General shall appoint a chair and one alternate chair who shall sit in the Group when the chair is unable to do so, from among the group members.~~ ~~(c) The members of the Joint Advisory Group and their alternates shall be elected or designated for two years. They shall be eligible for re-election or re-designation, and shall remain in office until their successors are elected or designated.~~ ~~(d) Meetings of the Joint Advisory Group shall be convened as necessary, either upon convocation by the Director General, the Director of HRMD, the Chair, at the request of at least two of its members, or at the request of at least fifty (50) staff members.~~ ~~(e) The Joint Advisory Group shall prepare an annual report to the Director General, setting out a summary of the matters referred to it redacting the names of any individual staff members. The Director General shall make such report available to staff.~~	expertise and experience in specific areas, as required. This will result in more time-effective meetings and focused advice. It is recalled that under Staff Rule 8.1.1, the Administration is obliged to consult the WIPO Staff Council on "policies relating to staff welfare and personnel administration" (which includes amendments to the Staff Regulations and Rules), whereas consulting the JAG on "personnel or administrative matters" is optional. The WIPO Staff Council is also "entitled to make proposals on such matters to the Director General."
Rule 8.2.2 Petition by Staff Members	Rule 8.2.2 – Petition by Staff Members Staff members may directly petition the Joint Advisory Group to consider and give advice or recommendations to the Director General on any matter concerning personnel administration or staff welfare, provided that a minimum number of fifty (50) staff members sign such petition, indicating their full name. The petition shall be addressed to the Joint Advisory Group with copies to the Director General, the Director of HRMD and the Staff Council. The petition shall identify and clearly explain the matter being referred to the Joint Advisory Group. The Joint Advisory Group should, as far as practicable, issue recommendations or advice within thirty (30) calendar days from receipt of such petition, which shall be addressed to the Director General with	Staff Rule ~~8.2.2~~ **8.2.1** – Petition by Staff Members Staff members may directly petition ~~the Joint Advisory Group to consider and give advice or recommendations to~~ the Director General **to consider** ~~on~~ any matter concerning personnel administration or staff welfare, provided that a minimum number of fifty (50) staff members sign such petition, indicating their full name. The petition shall be addressed ~~to the Joint Advisory Group with copies~~ to the Director General, **with copies to** the Director of HRMD and the Staff Council. The petition shall identify and clearly explain the matter being referred to the **Director General** ~~Joint Advisory Group~~. ~~The Joint Advisory Group should, as far as practicable, issue recommendations or advice within thirty (30) calendar days from receipt of such petition,~~	Amendment required by the deletion of Staff Rule 8.2.1 on the "Joint Advisory Group" (see above).

Provision	Current Text	New Text	Purpose/Description of amendment
	copies to the petitioning staff members, the Director of HRMD and the Staff Council. Following the advice or recommendation of the Joint Advisory Group, the Director General shall respond by general email to all staff members concerning the matter subject of the petition.	~~which shall be addressed to the Director General with copies to the petitioning staff members, the Director of HRMD and the Staff Council. Following the advice or recommendation of the Joint Advisory Group~~ **Following consultations with relevant stakeholders**, the Director General shall respond by general email to all staff members concerning the matter subject of the petition.	
Rule 11.4.2 Administrative Resolution of Rebuttal of Performance Appraisals	(a) A staff member who wishes to rebut his or her performance appraisal under Rule 4.19.1 and Rule 4.19.2 may submit a rebuttal to the Director General. […] […]	(a) A staff member **with an overall performance rating of Inconsistent Performance or Inadequate Performance** who wishes to rebut his or her performance appraisal under Rule 4.19.1 ~~and Rule 4.19.2~~ may submit a rebuttal to the Director General. […] […]	**Entry into force: January 1, 2026 (Information Circular No. 37/2025)** Rule 11.4.2 was amended to limit the rebuttal process to evaluations with an overall rating of "Inconsistent Performance" or "Inadequate Performance".
Annex IV Specific Rules applicable to Staff Members in Part-Time Employment	The Staff Regulations and Rules shall apply to staff members in part-time employment subject to the following rules: (a) the entitlements provided for in Regulations 3.1 (salaries), 3.3 and 3.4 (dependency allowances), 3.8 (post adjustment), 3.10 (language allowance), 3.14 (education grant), and 5.3 (home leave), and in the related staff rules and annexes of the Staff Regulations and Rules shall apply to staff members in part-time employment on a pro rata basis in relation to their employment rate; […]	The Staff Regulations and Rules shall apply to staff members in part-time employment subject to the following rules: (a) the entitlements provided for in Regulations 3.1 (salaries), 3.3 and 3.4 (dependency allowances), 3.8 (post adjustment), **3.9 (rental subsidy),** 3.10 (language allowance), 3.14 (education grant), and 5.3 (home leave), and in the related staff rules and annexes of the Staff Regulations and Rules shall apply to staff members in part-time employment on a pro rata basis in relation to their employment rate; […]	To address a gap in the current provisions, which do not refer to rental subsidy.

[End of Annex II and of document]