

Thirteenth Session of the Assembly
29-30 October 2025, Seoul, Republic of Korea

Agenda Item 15.1

Amendment of the Staff Regulations

I. Background

1. The Staff Regulations of AFoCO were enforced on 1 January 2019 following the adoption by the Assembly at its First Session held on 13 November 2018 in Seoul, Korea (Decision 7-I-18R). The first amendment of the Staff Regulations was proposed and approved by the Second Session of the Assembly held on 24-25 April 2019 in Gyeongju, Korea (Decision 19-II-19S) to address circumstances and events not foreseen when at the time of their enactment. The second amendments to the Staff Regulations were proposed and approved by the Fourth Session of the Assembly held virtually on 25-26 November 2020 to further clarify the scope and conditions to which the specific regulations shall be applied. The third amendments were approved at the 11th Session of the Assembly (Decision 57-XI-24R) for clarifications and improvements regarding provisions on probationary appointment, appraisal for providing tenure, flexible working arrangements, senior management recruitment, and diversity of professional pool from non-Parties.

II. Proposed amendments to the Staff Regulations

2. Compensation Adjustment: The current regulations provide that the salary scale shall be updated with reference to the prevailing salary scales of the UN Common System by the recommendation of the Executive Director. It is also required to consider the projection budgetary availability and reflect annual inflation rate in Korea, as the headquarters of the organization based in Seoul. The salary table needs to be documented as a separate guideline for regular review and update.

3. Policy Consideration: Adjustments to holiday policies, including special leave arrangements for mandatory service, require adjustments to be in line with the amendments to the Labor Standard Act of the Republic of Korea (the host country) and current practices observed across other international organizations.

4. Regulatory Update: Regulations require updating to accommodate the recent increase in the number of Parties.

5. Based on the points for consideration, the Secretariat proposes to revise the following regulations. The full text is available as a separate attachment.

Original Text	Proposed Text
10.1. Salary 10.1.1 The salary of a Staff Member shall be fixed by the Executive Director in accordance with the salary scales appended in Annexes 4, 5 and 6. The Executive Director shall establish the salary scales applicable to the Staff Members appointed in the Locally recruited officials for each duty station. The salary scale shall be updated with reference to the prevailing salary scales of the United Nations Common System by the recommendation of the Executive Director and the subsequent approval of the Assembly as necessary, in consideration of inflation, market studies, budget availability, and other related factors.	(Amendment) <u>10.1.1</u> <u>The Executive Director shall establish the salary scales applicable to the Staff Members including Staff Members appointed in the Locally recruited officials for each duty station.</u> The salary scale shall be updated with reference to the prevailing salary scales of the United Nations Common System, <u>as approved by the Executive Director in consideration of inflation, market studies, budget availability, and other related factors.</u>
11.2.1 a) For a Staff Member who is serving at the Secretariat's headquarters, the amount of housing allowance shall be seventy-five per cent (75%) of the actual amount per month up to a maximum housing allowance according to the staff rank described in the salary scale established in accordance to regulation 10.1.1. b) For a Staff Member who is assigned to a duty station other than the Secretariat's headquarters, and provide that his or her rented house is of a reasonable standard, the amount of housing allowance shall be the actual amount of rent per month incurred not exceeding a maximum housing allowance according to the staff rank described in Annex-4. c) For a Staff Member who is seconded to other organization, he or she shall be entitled to receive housing allowance. The amount of housing allowance payable, in such case, by the Secretariat shall be the actual amount of rent per month or per day incurred not exceeding a maximum housing allowance according to the staff rank described in Annex-4.	(Editorial) <u>11.2.1</u> a) For a Staff Member who is serving at the Secretariat's headquarters, the amount of housing allowance shall be seventy-five per cent (75%) of the actual amount per month up to a maximum housing allowance according to the staff rank described in <u>the salary scale established in accordance to regulation 10.1.1.</u> b) For a Staff Member who is assigned to a duty station other than the Secretariat's headquarters, and provide that his or her rented house is of a reasonable standard, the amount of housing allowance shall be the actual amount of rent per month incurred not exceeding a maximum housing allowance according to the staff rank described in <u>the salary scale established in accordance to regulation 10.1.1.</u> c) For a Staff Member who is seconded to other organization, he or she shall be entitled to receive housing allowance. The amount of housing allowance payable, in such case, by the Secretariat shall be the actual amount of rent per month or per day incurred not exceeding a maximum housing allowance according to the staff rank described in <u>the salary scale established in accordance to regulation 10.1.1.</u>

Original Text	Proposed Text
12.1 Eligibility a) A “dependent spouse” of a Staff Member in the General Service and higher categories is a spouse whose annual gross occupational earnings, if any, do not exceed the annual salary of the lowest entry level set forth in Annex-5.	(Editorial) 12.1 Eligibility a) A “dependent spouse” of a Staff Member in the General Service and higher categories is a spouse whose annual gross occupational earnings, if any, do not exceed the annual salary of the lowest entry level set forth in <u>the salary scale established in accordance to regulation 10.1.1..</u>
16.1 Annual Leave 16.1.1 The Executive Director and Vice Executive Director shall be entitled to twenty-four (24) days of annual leave in total per year during the term of his or her appointment. 16.1.2 Other Staff Members shall be entitled to fifteen (15) days of annual leave on their first year of service. The provided annual leave will increase one (1) more day per year of service, but shall not exceed twenty-four (24) days per year. 16.1.3 Annual leave of up to seven (7) days that is not taken due to performing one’s duties may be transferred to the next year.	(Amendment) <u>16.1.1</u> The Executive Director and Vice Executive Director shall be entitled to <u>twenty-five (25)</u> days of annual leave in total per year during the term of his or her appointment. <u>16.1.2</u> <u>Other Staff Members shall be entitled to fifteen (15) days of annual leave for their first year of service. Upon completing the first twelve (12) months of service and for every subsequent year thereafter, they shall be entitled to twenty-five (25) days of annual leave.</u> <u>16.1.3</u> Annual leave of up to <u>six (6)</u> days that is not taken due to performing one’s duties may be transferred to the next year.
16.2 Sick Leave e) Not more than six (6) working days per year may be taken as uncertified sick leave without a medical certificate.	(Amendment) 16.2 Sick Leave e) Not more than <u>ten (10)</u> working days per year may be taken as uncertified sick leave without a medical certificate.
16.3 Maternity Leave	(Amendment) <u>16.3 Maternity Leave and Reduced Working Hours</u>
	(New) <u>16.3 Maternity Leave and Reduced Working Hours</u> <u>16.3.2 A Staff Member in early-stage pregnancy within twelve (12) weeks and late-stage pregnancy of after thirty-two (32) weeks is entitled to reduced working hours, without a reduction in salary, by up to two (2) hours per day. However, if the daily working hours of the concerned Staff Member are less than eight (8) hours, a minimum of six (6) working hours per day shall be ensured.</u>

Original Text	Proposed Text
16.4 Paternity Leave A Staff Member shall be entitled to paternity leave with full pay for ten (10) working days. The leave may be taken continuously within one (1) year from the date of birth of the child, provided that it is completed during the year and within the duration of the contract.	(Amendment) 16.4 Paternity Leave A Staff Member shall be entitled to paternity leave with full pay for <u>twenty (20)</u> working days. The leave may be taken <u>inconsecutively within one (1) year up to 4 times</u> from the date of birth of the child, provided that it is completed during the year and within the duration of the contract
16.5 Special Leave	(New) 16.5 Special Leave 16.5.3 <u>Special leave with full pay shall be granted to a staff member upon submission of a copy of official notification or orders from the relevant reserve unit or civil defense authority to attend reserve military training or civil defense training.</u> <u>16.5.4</u>
Annex 10 Hardship Allowance Hardship Classification	(New) Annex 7 Hardship Allowance (New) Hardship Classification - Country: Kyrgyzstan - City: Bishkek - Hardship Category: B (New) Hardship Classification - Country: Tajikistan - City: Dushanbe - Hardship Category: B
Annex 4 Salary Scales for Professional and Higher Categories Showing Annual Gross Salaries and Ceiling Rates for Housing Allowances	[delete]
Annex 5 Salary Scales for General Service Categories Showing Annual Gross Salaries	[delete]
Annex 6 Salary Scales for Locally Recruited RETC Officials Showing Annual Gross Salaries	[delete]
Annex 7 Overseas Travel Expenses Annex 8 Domestic Travel Expenses Annex 9 Severance Payment Annex 10 Hardship Allowance	(Editorial) <u>Annex 4</u> Overseas Travel Expenses <u>Annex 5</u> Domestic Travel Expenses <u>Annex 6</u> Severance Payment <u>Annex 7</u> Hardship Allowance <i>All references to Annex numbers in the paragraphs are amended: 7.4.2; 10.3.1; 11.2.1; 12.1; 18.2.1; 18.6.1; 18.6.3; 18.2.1; 18.7.1; 18.7.4; 19.7.1; 13.1; 13.1; 13.2</i>

6. Relevant specific guidelines will be established to support sound implementation of the Staff Regulations.

IV. Points for consideration

7. The Assembly may wish to
- a. consider and approve the proposals on the amendment of Staff Regulations of AFoCO; and
 - b. task the Secretariat to develop specific guidelines, as needed, to support the amendments to the Staff Regulations.

Queries on the content of the document may be addressed to:

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