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## DRAFT STAFF REGULATIONS OF THE COMMISSION

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WCPFC2-2005/20  
15<sup>th</sup> November 2005

### **Paper prepared by the Secretariat**

1. The First Session of the Commission in December 2004 decided to defer consideration of the terms of service for the staff of the Commission and the Staff Regulations until the incoming Executive Director was able to draw up detailed proposals for consideration, taking into account the guidance on these matters developed by Working Group I of the Preparatory Conference.
2. The present paper presents Draft Staff Regulations for the Commission for consideration, amendment as necessary, and subsequent adoption by the Commission.

### **Draft Staff Regulations**

3. As directed by the First Session of the Commission, the Draft Staff Regulations (Attachment A), draw on the considerations of WG. I, as elaborated in WCPFC/PrepCon/37 (Annexes I and II), the Final Report of WG. I (WCPFC/PrepCon/44) and the Final Report of the Preparatory Conference (WCPFC/PrepCon/48).
4. The Draft Staff Regulations were prepared by the Secretariat in association with the Chairman's Office. The current draft draws on the Staff Regulations currently in place in members of the Council of Regional Organizations of the Pacific (CROP), particularly the Pacific Islands Forum Fisheries Agency (FFA), the Secretariat of the Pacific Regional Environment Programme (SPREP) and the Secretariat of the Pacific Community. Consultations with staff associated with the administration of their respective Staff Regulations at each of these organizations provided useful material that was used to prepare the Draft Staff Regulations for the Commission.
5. Prior to the formal adoption of the Staff Regulations, the Commission is invited to note, comment upon and/or advise on the following matters:

- *Leave entitlement:* The frequency of entitlement to leave remains bracketed in the Draft Staff Regulations at Attachment A. The practice in Pacific regional organizations (CROP) is one leave entitlement, with home leave fares, 18 months into the normal 3-year contract. On the basis that the Commission will offer 4-year contracts, to coincide with the same arrangement as applies to the Executive Director, the adoption of an 18-month leave provision would entitle staff to two leave fares during a 4-year contract. The last leave entitlement would fall due 12 months prior to the scheduled expiry of the contract.

Pohnpei is likely to prove a challenging location to achieve a high degree of contract completion by staff. A potentially high turnover of staff and poor contract completion could have significant cost and productivity implications for the Commission. Recruitment and relocation costs for Pohnpei, even from elsewhere in the Pacific Islands region, will be significant. To maximize the return on that recruitment investment it will be in the Commission's interests to encourage staff to complete their contract.

Four key issues that are likely to affect staff retention include staff terms and conditions, health services, education services and quality of staff housing.

In relation to staff terms and conditions, the Draft Staff Regulations invite the Commission to consider providing a leave entitlement every 12-months during a contract – instead of the 18 month provision that applies at CROP agencies. The impact of this is one additional leave fare during a 4-year contract – three leave fares instead of two.

The costs associated with this are difficult to estimate because of the lack of operational information for the Commission. However, on the assumption that most staff will be accompanied by a spouse and will support two children in Pohnpei, the additional cost over four years is estimated to be US\$10,000 per staff member.

- *COLDA:* The Commission has entered into a 12-month contract with Employment Conditions Abroad (ECA) International Pty. Ltd. for the provision of cost of living data required to calculate the Cost of Living Differential Adjustment (COLDA) for Pohnpei using Suva, Fiji as the base. The March 2005 ECA Index has been applied to the salary schedule appended to these Draft Staff Regulations. The Index is scheduled for revision by ECA before the end of 2006. It is recommended that, once a revised Index is available, the salary schedule for professional staff appended to the Draft Staff Regulations attached be revised accordingly.

- *Salary Schedule, Professional Staff:* The salary schedule for professional staff, presented at Schedule 2a of the Draft Staff Regulations, is based on base salaries to apply at the Pacific Islands Forum from 1<sup>st</sup> January 2006. This follows the decision of the Pacific Islands Forum at Madang, Papua New Guinea in October 2005 relating to salaries at the Pacific Islands Forum Secretariat.
- *Salary Schedule, Support Staff:* The salaries for support staff, Schedule 2b of the Draft Staff Regulations, are provisionally based on the salary schedule applying at FSM Telekom in Kolonia. It is proposed a review of other relevant institutions and organizations in Kolonia be undertaken early in 2006 so as to provide a better basis for preparing a salary schedule adjusted to the 75-percentile range of comparable positions in the Pohnpei employment market, based on a Pohnpei market survey.
- *Insurance:* Insurance provisions (Medical and Health, Personal Accident, Life, and Travel) are still being researched. The Draft 2006 Budget makes provisions for each of these insurance items for each of the staff that are proposed for recruitment in 2006 (see WCPFC/Comm.2/19) on the basis of quotations received to date from local and international insurance firms and brokers.
- *Housing Allowance:* The housing allowance is based on a preliminary survey of the Kolonia rental housing market in late October 2005 (see WCPFC/Comm.2/21). It is recommended that the proposed allowance, US\$900 per month, be adopted on a provisional basis for 2006 and that the Commission reviews this allowance, on the basis of the then experience of the Secretariat, at its Third Annual Session in 2006.

**WESTERN AND CENTRAL PACIFIC FISHERIES COMMISSION  
(WCPFC)**

**[DRAFT] STAFF REGULATIONS**

**[2006] Edition**

**[as adopted] at the 2<sup>ND</sup> Annual Session,**

**Pohnpei, Federated States of Micronesia, 12-16 December 2005**

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**PART I: SCOPE AND APPLICATION**

**Regulation 1: Scope and application**

- (a) These Regulations set out the mutual obligations and rights of WCPFC employees. The Annual Session has approved them. They are administered by the Executive Director whose decision on the interpretation of the Regulations is final.
- (b) Where the interpretation affects the Executive Director, the decision will rest with the Chairperson.
- (c) When the Executive Director is absent from the Secretariat, he or she may delegate his or her authority under these Regulations.
- (d) These Regulations apply to all professional and support staff on appointment to the Commission. They remain in effect until amended by an Annual Session.
- (e) They do not apply to temporary or short term staff, casual workers or consultants unless the contrary is specified in their employment agreement, or where other conditions have been agreed in writing.
- (f) If any part of these Regulations becomes contrary to the laws of Federated States of Micronesia, or where they are silent, the laws of Federated States of Micronesia will apply.
- (g) These Regulations may be supplemented or amended by the Annual Session without prejudice to the existing contracts of staff members except where the staff member has consented to vary his or her contract in accordance with the amendments.
- (h) The Executive Director may supplement these Regulations with Staff Instructions not inconsistent with these Regulations or with any decisions made by the Annual Session and further, may issue such Staff Instructions necessary to render these Regulations effective.

**PART II: DEFINITIONS**

**Regulation 2: Definitions**

In these Regulations, unless the context otherwise requires:

**"allowances"** means remuneration other than base salary but does not include money received to meet expenses incurred by an employee in the course of duty.

**"Annual Session"** means the governing organ of WCPFC established under Article 9 (3) of the 2000 Convention for the Management and Conservation of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean.

**"Chairperson"** means the person elected to the position of chairman as provided for in Article 9(4) of the 2000 Convention for the Management and Conservation of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean.



“**CROP**” means the Council of Regional Organisations in the Pacific.

"**dependent**" means the financially dependent spouse or dependent child of an employee.

"**dependent child**" means an employee's unmarried, legally and financially dependent, natural or legally adopted child who is:

- (i) under the age of 16 years; or
- (ii) under the age of 19 years if undertaking full-time study at a secondary school; or
- (iii) under the age of 22 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- (iv) mentally or physically incapacitated.

"**employee**" is a general term which according to the context may mean support staff, professional staff, temporary staff or all three.

"**establishment**" or "**established position**" means the Commission's staff structure and staff positions approved by the Annual Session.

"**expatriate**" means a professional staff member, not a citizen or permanent resident of Federated States of Micronesia, who resides in Federated States of Micronesia only by virtue of employment with the Commission.

"**headquarters**" means the location of the principle office of the Secretariat as provided for in Article 9 (7) of the 2000 Convention for the Management and Conservation of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean.

"**home**" means the location agreed between the Commission and an employee as the principle place of residence for recruitment, repatriation and leave purposes and stipulated in the employment contract.

"**local staff**" means a salaried staff member who is not an expatriate.

"**professional staff**" include the Executive Director and other staff engaged under a fixed term contract whose salary level falls within the CROP Grades H to M.

"**remuneration policy**" means the basis for remuneration approved by the Annual Session.

"**salary**" means the basic annual rate of pay for the established position which is specified in WCPFC's base salary scale annexed at Schedule 1 and 2 to these Regulations and for the time being in effect.

"**staff**" or "**staff member**" means support staff and professional staff appointed to an established position.

"**support staff**" are staff engaged under a fixed term contract whose salary level fall within the CROP Grades A to F.

"**The Act**" means the 1961 Vienna Convention on Diplomatic Relations.

"**WCPFC**" or "**the Commission**" means the Western and Central Pacific Fisheries Commission.

### **PART III: DUTIES AND OBLIGATIONS**

#### **Regulation 3: Status as International Civil Servants**

The Executive Director and all members of the staff of the Commission are international civil servants. Their responsibilities are but exclusively international. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct with the interests of WCPFC only in view.

#### **Regulation 4: Responsibility of the Commission**

The Executive Director is responsible for the proper functioning of the Commission. Staff members are subject to the authority of the Executive Director and shall not seek or receive, in the performance of their duties, any instruction from any external authority.

#### **Regulation 5: Privileges and Immunities**

Under Articles 7, 8 and 11 of the Headquarters Agreement between Federated States of Micronesia and WCPFC on Diplomatic Privileges:

- (a) The Executive Director shall have the like privileges and immunities as are accorded a diplomatic agent under the Act and in conformity with international law.
- (b) The members of the family of the Executive Director forming part of his or her household shall have the like privileges and immunities as are accorded the members of the family of a diplomatic agent under the Act and in conformity with international law.
- (c) Staff of the Commission other than the Executive Director shall have the like privileges and immunities as are accorded to members of the administrative and technical staff of a mission under the Act and in conformity with international law.
- (d) Members of the family of staff of the Commission other than the Executive Director forming part of his/her household shall have the privileges and immunities as are accorded to members of the family of a member of the administrative and technical staff of a mission under the Act and in conformity with international law.

#### **Regulation 6: Disclosure of Information**

Staff shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person or the press any unpublished information known to them by reason of their official position, except in the course of their duties or by authorization of the Executive Director. All rights in, and title to, the results of any work performed by staff in the course of their duties shall be the property of the Commission.

#### **Regulation 7: Conduct**

Staff shall avoid any action, and in particular any kind of public pronouncement or activity, which may adversely reflect on their positions as international civil servants. They are not expected to give up their national sentiments or their political and religious convictions, but they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.

#### **Regulation 8: Outside Activities**

No staff may accept, hold or engage in any office or occupation which, in the opinion of the Executive Director, is incompatible with the proper discharge of their duties with the Commission, unless explicit approval is granted by the Executive Director.

#### **Regulation 9: Candidacy for Public Office**

Any staff member who becomes a candidate for a public office of a political character shall resign from the Commission.

#### **Regulation 10: Acceptance of Honours, Decorations, Favours, Gifts or Fees**

- (a) No staff shall accept in respect of their work for the Commission any honour or decoration from any government or organisation or, except with the approval of the Executive Director, any favour, gift or fee from any government, organisation or person during the period of their appointment.
- (b) With respect to the Executive Director, the approval of the Annual Session is required.

### **PART IV: APPOINTMENT AND PROMOTION**

#### **Regulation 11: Appointment of Executive Director and Staff**

- (a) The Executive Director is appointed by the Annual Session under such terms and conditions as it determines.

***Executive Director - Exercise of Powers***

- (b) When the position of Executive Director is vacant, the Executive Director's functions and powers shall be exercised according to the instructions of the Chairperson of the Annual Session and in the absence of such instructions, by the senior professional staff of the Commission appointed by the Chairperson.
- (c) When the Executive Director is absent from Headquarters, he or she will designate a senior professional staff member as the Officer-in-Charge.

***Staff***

- (d) The power of appointment rests with the Executive Director subject to the establishment and remuneration policy approved by the Annual Session.
- (e) When appointing staff, the Executive Director shall comply with the Commission's recruitment procedures and will ensure that these processes are transparent, equitable and based on merit.

**Regulation 12: Appointment Policy**

- (a) In selecting staff for appointment to the Commission, the dominant considerations shall be:
- (i) the required qualifications and experience
  - (ii) competence
  - (iii) personal integrity
- (b) Subject to Regulation 12(a) above, and the principle of open competition, the Executive Director shall, in selecting professional staff, give due consideration to the nationals of WCPFC Member states, participating territories and entities and to the desirability of obtaining equitable national representation.
- (c) When a support staff vacancy occurs the vacancy will be advertised in the Pohnpei media. When a professional staff vacancy occurs the vacancy will be advertised internationally.
- (d) When two applicants for a support staff position are rated equally suitable, and one is a Commission employee, preference shall be given to the existing staff member.
- (e) The Executive Director shall appoint staff at a level within the designated salary grade, based on qualifications and experience.
- (f) The Executive Director shall review the performance of staff annually.
- (g) Men and women are equally eligible for all posts in the Commission.

**Regulation 13: Appointment Procedure**

- (a) No appointment is valid which is not the subject of a written offer of employment signed by the Executive Director or his or her authorized representative, and a written acceptance signed by the appointee. Every offer of employment shall be in a standard format and shall contain a statement of duties, all the terms and conditions of employment and a copy of these Staff Regulations.
- (b) An appointment is either temporary or on a fixed or short term contract. The length of appointment of a temporary or contract staff member is set by the Executive Director according to the requirements of the work programme and available funding.
- (c) The term of appointment of a support staff member shall not exceed a maximum of four (4) years. Such period may be extended for a term or terms of up to the same duration, subject to the work programme requirements and available funding and provided the employee's work performance has been satisfactory.
- (d) A temporary appointment may not exceed a period of six (6) months.

- (e) A fixed term appointment for professional staff shall not exceed a maximum of four (4) years. A short term appointment for professional staff is for any period less than four (4) years and is subject to such terms and conditions as the Executive Director determines, but within the salary scale applicable to the Commission. Subject to Regulation 13 (g) a short-term appointment may be renewed for a further term or terms.
- (f) Subject to Regulation 13(g), a fixed term appointment of four (4) years for professional staff is renewable, based on the needs of the Commission, and the merit and performance of the employee, for a further period not exceeding four (4) years.
- (g) When an aggregate period of eight (8) years has been served by professional staff it shall be mandatory for that position to be re-advertised. The incumbent is eligible to apply and should the Executive Director decide to reappoint the incumbent on merit he/she may do so provided a report is made to the next Annual Session.
- (h) The length, terms and conditions of appointment may be varied by mutual agreement in writing of the Executive Director and the employee subject to the establishment and remuneration policy set by the Annual Session. Duties of staff may be revised at any time by the Executive Director in accordance with changes in work priorities.
- (i) Appointment is provisional until confirmed. Appointment is subject to a satisfactory medical examination by a designated medical practitioner and a probationary period of six (6) months' service which may be extended or reduced by the Executive Director. At the end of the probationary period the Executive Director shall in writing:
  - (i) confirm the appointment; or
  - (ii) extend the probationary period; or
  - (iii) terminate the appointment.
- (j) The appointment of:
  - (i) an expatriate runs from the date of leaving home to take up appointment with the Commission;
  - (ii) a local employee from the date of taking up duties with the Commission.
- (k) Salary is earned for an expatriate staff from the date set in accordance with Regulation 13 (j)(i) and for a local employee from the date set in accordance with Regulation 13(j)(ii).

**Regulation 14: Promotion**

- (a) A support staff member is promoted when appointed to a position higher than his or her current position.
- (b) A promotion is a variation to the terms of an appointment and is subject to Regulation 13(h).

**Regulation 15: Termination**

***Ways of Termination***

- (a) An appointment of a staff member other than the Executive Director is terminated -
  - (i) when being a fixed term appointment it reaches the end of its term; or
  - (ii) by either the Executive Director or the staff member giving the other one (1) month's notice in writing; or
  - (iii) without notice by either the Executive Director or the employee paying to the other one (1) month's salary in lieu of notice;
  - (iv) when the parties mutually agree to an early termination of the employment contract, on terms and conditions agreed at the time;
  - (v) when the Executive Director provides notice of termination in writing to the staff member in circumstances of redundancy, retrenchment or restructuring; or

- (iv) as a disciplinary measure by dismissal with or without notice under Regulation 30(b).
- (b) Where mutual agreement exists, a temporary suspension of the employment contract is available. During such period of temporary suspension, the rights, obligations and benefits to which parties are entitled may lapse.
- (c) During the term of the employment contract, if, as a result of mental or physical illness, a staff member is rendered incapable, in the Executive Director's opinion, of proper performance of duties under the Agreement, the Executive Director reserves the right to require the staff member to undergo a medical examination. The Executive Director will take into account recommendations made available to him or her, before exercising their rights of suspension.
- (d) If, due to the continuing effects of illness or injury, medical opinion indicates that the staff member will remain unable to perform normal job requirements for a period in excess of four (4) months in any one (1) year, the Executive Director reserves the right to exercise suspension, awaiting medical opinion as to the staff member's capacity to return to normal duties.

### ***Dispute Resolution***

- (e) Conditions for dispute resolution will be reflected in individual staff contracts and are not restricted to, but will include, the following:
  - (i) In the event that either party to the employment contract has any reasonable grievance or dispute in relation to the interpretation or operation of the employment contract which cannot be resolved through discussions or negotiation, the parties shall agree a process to resolve the matter within one (1) month of receipt of written notification of the grievance or dispute by the Chair of the Commission.
  - (ii) If the Executive Director is dissatisfied with a staff member's performance at any stage throughout the duration of their contract, the Executive Director shall discuss the matter with the staff member with a view to resolution. If the matter remains unsolved, it must be submitted to an agreed mediator for the purpose of conciliation.
  - (iii) During the dispute resolution process, work shall continue in the normal manner unless there is a bona fide safety issue involved.
  - (iv) This Regulation does not apply to a decision to terminate the contract under Regulation 15 (a).

### ***Seconded Staff***

- (f) Before dismissing or giving notice to a staff member who is seconded from a member government the Executive Director shall inform the government in question.

### ***Notice of contract expiry or renewal***

- (g) The Executive Director may ensure that staff receive notice approximately six (6) months prior to the expiration of their contracts of the decision either to renew the contract or that the contract is to expire in accordance with its terms. If no such notice is given prior to contract expiry there is no implied or explicit indemnity payable.

### ***Letter of Service***

- (h) A staff member shall, on leaving the service of the Commission, be given a letter relating to the nature of his or her duties, the length of service, the amount of emoluments, and other relevant information.

### ***Retention of Pay***

- (i) Upon leaving the service, any debts of a staff to the Commission shall be deducted from any money due to the said staff from the Commission.
- (j) The Secretariat may retain, for three (3) months from the final working day, up to US\$500 of payment due to staff upon termination for any reason and to pay out of that sum any debts of the said staff left outstanding for which the Commission might become liable with appropriate advice in writing being given to the said staff.

## **PART V: ENTITLEMENTS ON APPOINTMENT AND TERMINATION**

### **Regulation 16: Entitlements**

- (a) The Commission shall meet the following appointment and termination expenses of professional staff recruited from outside Pohnpei. The entitlements cover the transport and accommodation en-route for the staff member and accompanying dependents between home and Pohnpei, and back, by the shortest and most economical route. The Executive Director has discretion, after taking family circumstances into account, to include dependents who arrive within six (6) months of the start of appointment or leave within one (1) month of termination.

### ***Fares***

- (b) Executive Director: business class. The Executive Director's dependents, other staff and their dependents: economy class

### ***Removal Expenses***

- (c) The reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects as follows-
  - (i) 6m<sup>3</sup> in respect of the staff member, 2m<sup>3</sup> in respect of a dependent spouse and 1m<sup>3</sup> in respect of each dependent child;
  - (ii) up to 20 kilos of excess baggage per person for all professional staff and their dependents recruited outside Pohnpei.

### ***Establishment Grant***

- (d) To offset incidental expenses and compensate for the upheaval of removal, an establishment grant on appointment only at the rate prescribed in Schedule 1 to these Regulations.

### ***Temporary Accommodation***

- (e) Accommodation at a suitable hotel or other fully furnished accommodation for up to six (6) working days or such other period, as the Executive Director considers reasonable in the circumstances. Professional staff will not be paid housing assistance for the period when temporary accommodation costs are met.

### ***Ineligibility***

- (g) The entitlements prescribed in Regulation 16(a) do not apply and, at the Executive Director's discretion, may be withheld in whole or in part if:
  - (i) all or part of the expenses are met from some other source; or

- (ii) within 12 months of appointment the staff member resigns appointment under Regulation 15(a) (ii) or (iii) or is dismissed under Regulation 30(b) (iv) or (v).

## **PART VI: HOURS OF WORK**

### **Regulation 17: Normal Hours**

- (a) The Executive Director has the right to call upon the services of staff to the extent considered reasonable.
- (b) Normal office hours are 8 am to 12 noon and 1 pm to 4.35 pm Monday to Friday, making a total of 37 hours 55 minutes per week.
- (c) Drivers/messengers, gardeners, handymen and tea attendants/cleaners will be required to work hours as directed by the Executive Director. Overtime rates are applicable after the accumulation of 37 hours over a one week period, or 8 hours over a day.
- (d) Watchmen will be required to work from 6 pm to 6 am in 5-day rotational shifts. The Executive Director may require watchmen to work additional hours

### **Regulation 18: Overtime**

#### ***Eligibility***

- (a) Support and temporary staff at Grade F3 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours.

#### ***Overtime Rates of Pay***

- (b) The rates of pay for overtime are:
  - (i) for days other than public holidays and Sundays, one and half (1.5) times the normal hourly rate
  - (ii) for Sundays or public holidays, double (2) the normal hourly rateprovided that the normal hourly rate upon which overtime is based shall be no higher than the maximum step of Grade F3 for support staff.

#### ***Meal Allowance***

- (c) Support staff required to work overtime for more than six (6) hours on a Saturday, Sunday or public holiday, or beyond 6.30 pm on a full working day, shall be paid lunch and dinner allowances as appropriate at rates approved by the Executive Director.

#### ***Transport Assistance***

- (d) Support staff required to work more than one (1) hour's overtime on a normal working day shall be taken home by the Commission's transport, if it is available, and if not, by taxi at the Commission's expense, or otherwise is entitled to an allowance under Regulation 29(e).
- (e) Support staff required to work overtime on weekends or public holidays shall be;
  - (i) taken to and from work by the Commission's transport, if it is available, and if not, by taxi at the Commission's expense: or
  - (ii) entitled to claim an allowance under Regulation 29(e).

## **PART VII: REMUNERATION**

## **Regulation 19: Determination and Currency of Payment**

### ***Remuneration policy***

- (a) The remuneration policy and conditions of service of Commission employees are determined by the Annual Session.
- (b) The remuneration of all Commission staff shall be expressed and paid in United States Dollars (US\$).

### ***Stabilization, Adjustment and Review***

- (c) As a stabilization mechanism, the remuneration of professional staff are denominated in International Monetary Fund Special Drawing Rights (SDRs). Monthly salary and allowances payments are based on the monthly average rate SDR/USD within a range of 5% above and below a reference rate set annually being the average conversion rate of the previous 12 months.
- (d) Professional staff salary scales are reviewed three (3) yearly, in conjunction with CROP agencies.
- (e) The salaries of support staff are to be reviewed three (3) yearly, with salary scales to be adjusted to the 75-percentile range of comparable positions in the Pohnpei employment market, based on a Pohnpei market survey. For the purpose of this provision, the 75-percentile range is the boundary between the top 25% of the market and the lower 75%.

## **Regulation 20: Salaries**

### ***General***

- (a) Current salary scales approved by the Annual Session are set out in Schedule 2(a) and (b) to these Regulations and shall be incorporated annually to the Commission's Work Programme and Budget.

### ***Salary on Appointment***

- (b) The Executive Director shall have the flexibility to appoint professional and support staff to whatever salary step is considered appropriate by the Executive Director within the designated salary grade.
- (c) Appointments shall be subject to annual performance review by the Executive Director.

### ***Salary on Promotion***

- (e) Appointment on promotion is at the minimum of the salary range for the higher position or, if the salaries for the two positions overlap, to the level of the higher salary range which affords an immediate salary increase equal to one incremental step.

### ***Increments***

- (f) The Executive Director may authorize an increment to a staff member at the completion of each year of service based on the staff member's annual performance assessment and where he/she has not reached the maximum of the salary grade for his/her position. Where the staff member's performance has not been considered highly satisfactory, the Executive Director or his/her delegate will explain to the staff member why he/she will not receive an increment, or in the case of poor performance, why his/her salary will be reduced by an increment.
- (g) For support staff, the Executive Director may authorize an increment in recognition of permanent increases in formal skill levels of that staff, relevant to his/her duties in the Commission; or where the



Executive Director is satisfied that the staff has permanently increased his/her capacity to accept responsibility in his/her duties within the Commission.

***Performance bonus***

(h) Where a support staff has reached the maximum salary point in his/her approved salary scale and where that employee's work performance is assessed as having been highly satisfactory on completion of a particular year's service, the Executive Director may grant a fixed sum performance bonus payment to that staff, provided that any such bonus:

- (i) is not made as a permanent increase in the salary of the staff;
- (ii) can be fully financed from available budgetary provision in that year; and
- (iii) shall not exceed 5% of the staff's current salary.

**PART VIII: ALLOWANCES AND RELATED BENEFITS**

**Regulation 21: Higher and Extra Duties Allowances**

- (a) Any staff member may at any time be required by the Executive Director to undertake the duties of a senior or other position whether or not the circumstances justify increased pay.
- (b) A staff member who is required by the Executive Director to carry out and does carry out the full duties of a higher graded position for a continuous period of not less than ten (10) working days will be paid a higher duties allowance amounting to the difference between his or her salary at the time and the actual salary of the incumbent of the higher graded position.

**Regulation 22: Representational Allowance**

The Commission shall reimburse the Executive Director for all reasonable expenses up to \$US5,000 per annum for expenses incurred in association with representational duties for the Commission and which are properly incurred and received by the Executive Director in the course of his/her employment.

**Regulation 23: Professional Staff and Expatriate Allowances**

In addition to base salary, expatriate professional staff are entitled to receive the following allowances and benefits:

***School holiday travel***

- (a) One (1) return economy class flight each year between place of education and Pohnpei by:
  - (i) each dependent child being educated outside Federated States of Micronesia; or
  - (ii) the staff member or spouse to visit the child, providing the journey is not made within the final six (6) months of the contract.

For the purposes of this subsection the "place of education" is taken to be the recognized home.

***Home leave travel***

- (b) Expatriate staff are entitled to return economy class airfares between Pohnpei and the recognized home for the staff member and dependents after completing 18 [12] months of service, and at the completion of each 18 [12]-month anniversary, during each year for four (4) year contracts providing no leave travel is undertaken within the final twelve (12) months of the contract. The recognized home of the staff member will be agreed between him/her and the Commission at the time of appointment.

(c) Support staff who are recruited to work at the commission from Chuuk, Yap or Kosrae, shall be entitled to one (1) return fare to their home island for themselves, spouse and dependent children under the age of 16 years after completing 18 [12] months of service, and at the completion of each 18 [12]-month anniversary, provided that they do not already enjoy such an entitlement from another source.

(d) Subject to the approval of the Executive Director, support staff who travel home from Pohnpei on home leave may, in addition to their leave entitlement, receive up to seven (7) days time off on full pay to compensate for time actually and necessarily spent on such travel.

### ***Repatriation allowance***

(e) Equivalent to two (2) week's salary, on completion of a contract, providing the contract is not extended or renewed.

### ***Education allowance***

(f) A professional staff member is eligible to receive an education allowance, based on actual receipts, for each dependent child in full-time attendance at school, university or similar higher educational institution in a country outside the staff member's duty station. The education allowance shall not be payable for:

- (i) correspondence courses, except where, in the opinion of the Executive Director, such courses are the best available substitute for full-time attendance at a school of a type not available in Kolonia;
  - (ii) vocational training or apprenticeships that do not involve full-time schooling.
- (g) Only one education allowance shall be paid for any dependent child. This allowance shall cover costs paid out by the staff member for boarding and tuition fees for the child, as follows.
- (h) The Education Allowance shall be reviewed every three (3) years.
- (i) The total of the dependant child and education allowances shall in no case be more than USD5,650 per year and up to USD16,950 per family per annum.
- (k) No staff member shall receive total education and dependent child allowances for each dependent child higher than the amount the staff member pays for boarding and tuition fees for that child which he shall be required to substantiate annually to the Executive Director.
- (l) The education allowance shall include costs of tuition fees, boarding fees, compulsory extra-curricula activities organised by school authorities, and any necessary private language tuition.
- (m) The word "boarding" will normally be defined as meaning that the dependent child for whom the education allowance is being paid is boarding at the educational establishment they are attending full time. However, in exceptional circumstances, and with the prior approval of the Executive Director, as to the items to be covered, education allowance may be paid for dependent children who are boarding in private homes. Documentary evidence of costs shall be submitted.
- (n) Professional staff members shall be entitled to an education allowance when it is necessary to send their dependent children to an educational institution in Federated States of Micronesia for which fees are payable.
- (o) If the dependent child, for whom an education allowance is payable, attends an approved institution for a period of less than a full scholastic year, the full annual allowance will be accordingly reduced to cover the period of actual attendance.
- (p) If both parents are staff members, the child and education allowances shall be paid only once for each of their dependent children. This shall be paid to the staff member who receives the higher salary.
- (q) Dependency allowances are not payable:
- (i) for children of a staff member who is not the head of the household defined as the individual responsible for the main and continuing financial support of all persons residing within that household; or

- (ii) for secondary dependants defined as parents, cousins, brothers or sisters of the staff member or his spouse.

### ***Cost-of-living allowance***

(h) COLA to reflect the comparative cost of living difference between Suva and Pohnpei, calculated, reviewed and provided periodically by Employment Conditions Abroad Ltd is payable to professional staff. The index that currently applies is shown in Schedule 1.

### **Regulation 24: Executive Director's Entitlements**

- (i) In addition to any other allowances provided for elsewhere in these Regulations the Executive Director shall be entitled to the following:
  - (i) rent-free accommodation up to a rental limit specified in Schedule 1;
  - (ii) utility charges for accommodation (e.g. electricity, water, local phone charges and gas);
  - (iii) a vehicle;
  - (iv) 15% top up of per diem; and
  - (v) a domestic assistance allowance. The allowance is to be adjusted at the same time and in accordance with the same rate of adjustments made to pay in the Federated States of Micronesian Public Service and the rate for the time being is set out in Schedule 1.

## **PART IX: LEAVE**

### **Regulation 25: Annual Leave**

- (a) The annual leave entitlement is:
  - (i) Professional contract staff : 25 working days.
  - (ii) Support staff : 15 working days
- (b) For each staff member the leave year runs from the date of appointment to its anniversary and thereafter from anniversary to anniversary. Leave accumulates with the passing of the leave year with the full entitlement, minus any leave taken, falling due on the anniversary of appointment.
- (c) If a Federated States of Micronesian public holiday is observed on a normal working day while a staff member is on annual leave or duty travel that day shall be added to his or her entitlement.
- (d) Applications for leave should, where possible, be received by the Executive Director 30 days before the leave applied for begins.
- (e) Annual leave does not carry over from one leave year to the next without written approval from the Executive Director. Subject to this provision, annual leave may be accrued up to fifty (50) working days at each anniversary of appointment. In considering applications to carry over annual leave, the Executive Director will have regard both to the requirements of the Commission and the situation of the staff member.
- (f) The Commission will only pay salary in lieu of unexpended leave at the end of a contract.
- (k) Cases involving dismissal under Regulation 30(b) will not receive salary in lieu of unexpended leave.

### **Regulation 26: Sick Leave**

- (a) Each staff member is entitled to thirty (30) days, paid sick leave per year or 2.5 days per month after one (1) year of service. Sick leave not taken accumulates up to a maximum of ninety (90) days.
- (b) To qualify for sick leave a staff member is required:
  - (i) to notify his/her immediate supervisor as early as practical on the first day of absence; and
  - (ii) as soon as practicable, apply for sick leave in writing.

- (c) All applications for sick leave shall be supported by a certificate from a qualified medical practitioner justifying the absence on medical grounds unless;
  - (i) the application is for two (2) days or less; and
  - (ii) the applicant has not already taken six days of uncertified sick leave in the last twelve (12) months.
- (d) The Executive Director may at any time withdraw the dispensation from the requirement to furnish a medical certificate, or require a staff member to undergo a medical examination from a designated medical practitioner, when certified sick leave appears to be excessive.
- (e) If a staff member is taken sick or is injured while on annual leave and produces a medical certificate to that effect, the period of sickness shall be recorded as sick, not annual, leave.
- (f) Sick leave may not be used by a staff member to meet his or her extended family responsibilities, or for any reason other than personal sickness of the employee.
- (g) The Commission will not make any payment in lieu of unexpended sick leave at the completion of employment.

### **Regulation 27: Other Leave**

#### ***Maternity Leave***

- (a) A staff member with at least one (1) year's continuous service at the expected date of confinement is entitled to sixty (60) working days' maternity leave on full pay. The period of leave begins on a date decided by the Executive Director in consultation with the staff member but not more than thirty (30) days before the expected confinement. The balance of the leave, but in any case not less than thirty (30) working days, shall be taken immediately after confinement.

#### ***Compassionate and Paternity Leave***

- (b) Applications for paternity and compassionate leave will be considered by the Executive Director on an individual basis, but will not exceed five (5) days per situation or a maximum of six (6) days in any year plus minimal traveling time for all staff members whether they have to travel outside or within Federated States of Micronesia. This leave will normally only apply to a bereavement in respect of immediate family members, such as spouse, children or parents or for the birth of a child of a male staff member. Compassionate leave may not be used by a staff member to meet his/her extended family responsibilities.

#### ***Special Leave Without Pay***

- (c) Requests for special leave without pay shall be submitted in advance. Special leave requires approval in writing from the Executive Director. Special leave may be granted for cases of extended illness or other exceptional or urgent reasons as decided by the Executive Director.
- (d) Special leave without pay shall be granted only after accrued annual leave has been expended. No leave accruals or other financial allowances of any kind shall be earned or granted during periods of special leave without pay.

#### ***Examination Leave***

- (e) Where a support staff sits for an examination for an approved course of studies, which is directly relevant to his/her duties in the Commission, and is successful in passing such examination, the Executive Director may grant a leave credit for leave taken by the employee to enable them to attend and sit for that examination.

## **PART X: HOUSING**

### **Regulation 28: Eligibility**

#### ***Housing Assistance***

- (a) Commission houses are allocated by the Executive Director.
- (b) The rental contribution by professional staff members occupying Commission houses is 25% of the assessed market value and is deducted from monthly salary payments.
- (c) Staff members occupying Commission houses are responsible for ensuring that the Commission's furniture, fittings and fixtures are kept in good condition and that defects and damage are reported immediately.
- (d) Professional staff occupying houses not owned by the Commission shall receive housing assistance of 75% of the typical rent payable in Federated States of Micronesia for expatriate executive furnished housing. The current rate is set out in Schedule I to these Regulations. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

## **PART XI: EXPENSES**

### **Regulation 29: Duty Travel**

- (a) The Commission meets the traveling expenses necessarily incurred by staff required to travel away from Pohnpei on official business.
- (b) The Executive Director is entitled to travel business class. All other staff will travel economy class except that the Executive Director may authorize business or executive class travel if considered justified.

#### ***Per Diem***

- (c) Staff traveling on Commission business and spending the night away from Pohnpei will receive a per diem at current UNDP rates to cover the cost of accommodation, meals and incidentals. Transport (including taxis), telephone and other costs not covered by the per diem that are necessarily incurred for official business reasons, will be reimbursed on actual cost basis and production of receipts where possible.

#### ***Actual and Reasonable Expense Reimbursement***

- (d) The Executive Director may authorize the reimbursement of actual and reasonable expenses incurred if:
  - (i) the period of absence does not include a night away from Pohnpei; or
  - (ii) the staff member is accommodated privately; or
  - (iii) the staff member could not for good and practical reasons have kept within the per diem for the place in question; or
  - (iv) the nature or venue of the staff member's business renders the standard per diem for that country inadequate;

#### ***Private Transport Expense Reimbursement***

- (e) The Executive Director or his/her delegate may approve reimbursement at prevailing public transport rates of claims by a staff member who uses his/her personal vehicle with the prior approval of the Executive Director in the following circumstances:

- (i) to travel on official business in and around Pohnpei when the Commission transport is not available; or
- (ii) when working overtime as set out in Regulation 18(d) and (e).

### ***Official Entertainment***

(f) Providing the Executive Director's approval in writing has been obtained prior to the offer of official entertainment, staff may be reimbursed the expenses of entertainment extended on behalf of the Commission. The Executive Director shall not authorize any reimbursement under this provision unless reasonable evidence of the official nature of the entertainment is provided and the claim is supported by receipts. In considering a request from professional staff for the Commission to contribute to representational or entertainment expenses the Executive Director will take into account the availability of funds and the past, current or potential future relationship between the Commission and those benefiting from the Commission's hospitality.

## **PART XII: DISCIPLINE**

### **Regulation 30: Offences**

- (a) An employee commits an offence who:
  - (i) wilfully disobeys a lawful order of the Executive Director or of any other officer to whom the employee is formally responsible or non-compliance with duties owed in the role or with the Commission's policy;
  - (ii) wilfully disregards the Regulations;
  - (iii) is negligent, inefficient or incompetent in the exercise of his or her duties;
  - (iv) commits gross and wilful misconduct, dishonesty or insubordination;
  - (iv) wilfully acts without regard to the Commission's interests;
  - (v) behaves disgracefully or improperly either in an official capacity or otherwise;
  - (vi) is convicted of a criminal offence which affects the staff member's ability to perform the role satisfactorily;
  - (vii) steals or misappropriates the funds or property of the Commission
  - (viii) becomes bankrupt; or
  - (ix) undertakes any activities that bring the Commission into disrepute.

### ***Penalties***

- (b) The Executive Director may discipline an employee found guilty of an offence by:
  - (i) an official reprimand;
  - (ii) a fine not exceeding 14 days' salary;
  - (iii) demotion to a lower step in the grade of the offender's position;
  - (iv) dismissal with notice under Regulation 15(a) (iv); or
  - (v) if the offence is theft or misappropriation of the Commission's funds or property, by summary dismissal without notice.

### ***Procedures***

- (c) No employee suspected of committing an offence shall be penalized under Regulation 30(b) unless guilt is confirmed by:
  - (i) the employee's own admission; or
  - (ii) the outcome of criminal proceedings; or

(iii) the findings of an internal inquiry conducted as soon as practicable by the Executive Director (or in his or her absence by the staff member designated by the Executive Director to serve in this role) and two other staff members, one of whom may be nominated by the suspected employee.

### *Suspension*

(d) An employee may be suspended without pay if suspected of theft or misappropriation of the Commission's property and on pay in all other cases. If the suspicion cannot be sustained the employee will be fully reinstated with effect from the date of suspension.

## **PART XIII: STAFF COMMITTEE**

### **Regulation 31: Staff committee**

A Staff Committee may be elected annually by staff members to represent their views and may be consulted by the Executive Director on general and specific questions relating to staff issues and welfare.

## **PART XIV: GENERAL**

### **Regulation 32: Insurance**

#### *Personal Accident*

- (a) All staff are covered by the Commission's personal accident insurance schemes 24 hours a day.
- (b) A staff member may take out additional personal accident insurance cover at his/her own cost.

#### *Medical Insurance*

- (c) All staff and their dependents will have all reasonable medical, dental and optical expenses, at the Executive Director's discretion depending on available schemes and reasonable costs, met by the Commission's medical scheme or, where appropriate, direct by the Commission.
- (d) A staff member may take out additional medical insurance cover for themselves and their dependents at his/her own cost.

#### *Travel Insurance*

- (e) All staff are covered by the Commission's travel insurance, under personal accident and life insurance or separate cover, during official travel.
- (f) All staff and their dependents are covered by the Commission's travel insurance during home leave travel and on recruitment and repatriation.
- (g) A staff member may take out additional travel insurance cover for themselves and their dependents at his/her own cost.

#### *Life insurance*

- (h) All staff are covered by the Commission's term life insurance policy which provides cover at 2.5 times the base salary on death.
- (i) A staff member may take out additional term life insurance cover at his/her own cost.

**Regulation 33: Superannuation**

- (a) Local employees will contribute to the Federated States of Micronesia National Provident Fund (NPF).
- (b) For all local employees, the Commission will make a contribution to the NPF equivalent to seven and a half (7.5%) percent of basic salary. Provided that if the minimum legal requirement for contributions payable by Federated States of Micronesian citizens and residents to the NPF is increased to exceed seven and a half (7.5%) percent of basic salary, the Commission will make a contribution to the NPF equal to such minimum legal requirement for contributions.
- (c) An expatriate professional staff member will receive a payment of seven and a half (7.5%) percent of basic salary, provided that if the minimum legal requirement for contributions payable by Federated States of Micronesian citizens and residents to the NPF is increased to exceed seven and a half (7.5%) percent of basic salary, the employee will be entitled to i) a payment equal to such minimum legal requirement for contributions to the NPF, or ii) to request the Commission to make deposits to the Federated States of Micronesia National Provident Fund in the name of the professional staff concerned.

**Regulation 34: Protective Gear**

- (a) On confirmation of appointment, support staff regularly employed on labouring work shall be issued with necessary protective gear.
- (b) Protective gear issued to staff will be replaced on a fair wear and tear basis but not more than once a year.

**Regulation 35: Training**

- (a) The Executive Director shall, where deemed necessary in the interests of the Commission, provide for the training of staff members in areas directly related to their duties and advancement. Priority shall be given to support staff.

**Regulation 36: Documentation**

- (a) The Executive Director shall maintain up-to-date documents detailing the establishment, grading system, salary scales and conditions of service of the Commission as approved by the Annual Session.



## SCHEDULE 1

### ALLOWANCES

***Establishment Grant:*** Regulation 16(d)  
All Staff USD1,565

***Cost of Living Differential Allowance (COLDA):*** Regulation 23(g)  
The Index as of March 2005 is 150.0

***Maximum Rate for Executive Director's Rent-free Accommodation:*** Regulation 24  
Provisionally USD2,000 per month

***Domestic Assistance Allowance for Executive Director:*** Regulation 24  
USD4,000 per annum (at 1 January 2006): Adjusted at the same time and in accordance with the same rate of adjustments made to pay in the Federated States of Micronesia Public Service. Includes a superannuation levy of 6%.

***Housing Assistance for staff in non-Commission accommodation:*** Regulation 28(e)  
**All professional staff:**  
Provisionally USD900 per month

**SCHEDULE 2(a)**  
**Indicative WCPFC Professional Staff Salary Scale (based on January 2006 base salary in place at Pacific Islands Forum)**

	<b>Annual Salary Jan 06</b>	<b>Annual Salary Jan 06</b>	<b>Annual Salary Jan 06</b>	<b>Effective Net Salary</b>	<b>Indexable Component</b>	<b>COLDA</b>		
<b>Salary Level</b>	<b>SDR</b>	<b>USD</b>	<b>FJD</b>	<b>FJD</b>	<b>FJD</b>	<b>FJD</b>	<b>SDR</b>	<b>USD</b>
<b>[Grade/Point]</b>	<b>A</b>		<b>B</b>	<b>C</b>	<b>D</b>	<b>Index=150 (see note E)</b>		
GI, P1	22,412	32,388	55,358	38,441	22,488	11,244	4,552	6,578
I,2	23,535	34,011	58,132	40,134	23,478	11,739	4,753	6,868
I,3	24,659	35,634	60,907	41,826	24,468	12,234	4,953	7,158
I,4	25,782	37,258	63,682	43,519	25,459	12,729	5,154	7,447
I,5	26,906	38,881	66,457	45,212	26,449	13,224	5,354	7,737
I,6	28,029	40,505	69,232	46,904	27,439	13,720	5,554	8,027
I,7	29,152	42,128	72,007	48,597	28,429	14,215	5,755	8,316
I,8	30,277	43,753	74,784	50,291	29,420	14,710	5,956	8,606
I,9	31,387	45,358	77,526	51,964	30,399	15,199	6,154	8,893
J,1	29,267	42,294	72,289	48,770	28,530	14,265	5,775	8,346
J,2	30,560	44,163	75,484	50,718	29,670	14,835	6,006	8,679
J,3	31,853	46,030	78,676	52,665	30,809	15,405	6,237	9,013
J,4	33,146	47,899	81,871	54,614	31,949	15,975	6,467	9,346
J,5	34,438	49,767	85,063	56,561	33,088	16,544	6,698	9,679
J,6	35,732	51,636	88,257	58,510	34,228	17,114	6,929	10,013
J,7	37,025	53,505	91,452	60,459	35,368	17,684	7,160	10,346
J,8	38,317	55,372	94,644	62,406	36,507	18,254	7,390	10,680
J,9	39,594	57,217	97,797	64,329	37,633	18,816	7,618	11,009
K,1	34,805	50,297	85,969	57,114	33,412	16,706	6,764	9,774
K,2	36,341	52,516	89,761	59,427	34,765	17,382	7,037	10,170
K,3	37,876	54,734	93,553	61,740	36,118	18,059	7,311	10,566
K,4	39,410	56,951	97,342	64,052	37,470	18,735	7,585	10,961
K,5	40,945	59,170	101,134	66,365	38,824	19,412	7,859	11,357
K,6	42,479	61,387	104,924	68,676	40,176	20,088	8,133	11,753
K,7	44,014	63,605	108,716	70,990	41,529	20,764	8,407	12,148
K,8	45,550	65,824	112,508	73,303	42,882	21,441	8,681	12,544
K,9	47,093	68,054	116,320	75,628	44,242	22,121	8,956	12,942

**Schedule 2(a) (continued)**

	<b>Annual Salary Jan 06</b>	<b>Annual Salary Jan 06</b>	<b>Annual Salary Jan 06</b>	<b>Effective Net Salary</b>	<b>Indexable Component</b>	<b>COLDA</b>		
<b>Salary Level</b>	<b>SDR</b>	<b>USD</b>	<b>FJD</b>	<b>FJD</b>	<b>FJD</b>	<b>FJD</b>	<b>SDR</b>	<b>USD</b>
<b>[Grade/Point]</b>	<b>A</b>		<b>B</b>	<b>C</b>	<b>D</b>	<b>Index=150 (see note E)</b>		
L,1	39,205	56,654	96,835	63,742	37,289	18,645	7,548	10,908
L,2	41,657	60,199	102,894	67,438	39,451	19,726	7,986	11,541
L,3	44,109	63,742	108,949	71,132	41,612	20,806	8,424	12,173
L,4	46,562	67,287	115,009	74,828	43,775	21,887	8,861	12,805
L,5	49,014	70,830	121,065	78,522	45,936	22,968	9,299	13,438
L,6	51,467	74,375	127,124	82,218	48,098	24,049	9,736	14,070
L,7	53,919	77,918	133,180	85,913	50,259	25,129	10,174	14,702
L,8	56,372	81,463	139,238	89,608	52,421	26,210	10,612	15,335
L,9	58,807	84,983	145,254	93,278	54,568	27,284	11,046	15,963
M,1	45,366	65,558	112,053	73,025	42,720	21,360	8,648	12,497
M,2	48,202	69,656	119,058	77,298	45,220	22,610	9,154	13,228
M,3	51,038	73,755	126,064	81,572	47,719	23,860	9,660	13,959
M,4	53,875	77,855	133,072	85,847	50,220	25,110	10,166	14,691
M,5	56,711	81,954	140,077	90,120	52,720	26,360	10,672	15,422
M,6	59,547	86,052	147,082	94,393	55,220	27,610	11,178	16,154
M,7	62,384	90,151	154,087	98,666	57,720	28,860	11,684	16,885
M,8	65,221	94,251	161,096	102,941	60,221	30,110	12,190	17,616
M,9	68,048	98,336	168,078	107,201	62,712	31,356	12,695	18,345
EDI	62,578	90,431	154,567	98,959	57,891	28,945	11,719	16,935
EDII	63,742	92,114	157,443	100,714	58,917	29,459	11,927	17,235
EDIII	64,906	93,796	160,318	102,467	59,943	29,972	12,134	17,535
EDIV	66,071	95,479	163,195	104,222	60,970	30,485	12,342	17,836
EDV	67,235	97,162	166,072	105,977	61,996	30,998	12,550	18,136
EDVI	68,399	98,844	168,947	107,730	63,022	31,511	12,758	18,436
EDVII	69,564	100,527	171,823	109,485	64,049	32,024	12,965	18,736
EDVIII	70,729	102,210	174,700	111,240	65,075	32,538	13,173	19,037
EDIX	71,893	103,892	177,575	112,994	66,101	33,051	13,381	19,337

**Schedule 2(a) (continued)**

- Notes:** **A** SDR salaries as of the Forum Decision, Papua New Guinea, October 2005
- B** SDR salaries converted to Fiji dollars at exchange rate 1st November
- C** This uses ECA-supplied constants (A=4,673, B=0.61), based on a Fiji base, to convert gross salary to nett salary under a Fiji tax schedule - for married staff with two children (M+2). Calculation to determine spendable income. Net income comprises a spendable component and a housing/saving component. For base country locations such as Fiji, ECA applies certain percentages to determine the spendable component of net income, based on specific family sizes, in this instance M+2 (see below - 65% for M+2 but to be adjusted depending on a staff member's actual family situation on recruitment). CROP agencies assume that 90% of the spendable component is "spent" locally. It is this spendable component of net income that is adjusted to take account of the differential in the cost of living between Fiji and Micronesia.
- D**
- E** The cost of living index of 150 quoted is the Standard home-based index for Micronesia on Fiji base for March 2005. The next cost of living data is expected shortly and will be dated September 2005.

<b>ECA Percentage to determine total spendable income</b>	
Single	55.9%
Married + 0	62.075%
Married + 1	63.7%
Married + 2	65%
Married + 3	66.95%
Married + 4	68.25%

<b>EXCHANGE RATES 1st November 2005</b>	
SDR/USD	1.4451
SDR/FJD	2.4700
USD/FJD	1.7292
<b>ECA Index [March 2005]</b>	<b>150.00</b>

**SCHEDULE 2(b)**

**Salary scale for support staff (based on salary and conditions applying at FSM Telecom). Normal employee benefits relating to health cover and superannuation apply.**

<b>Post</b>	<b>Minimum</b>	<b>Maximum</b>
Administrative Manager	\$25,000	\$44,000
Office Manager	\$21,000	\$35,000
Executive Secretary	\$14,268	\$24,564
Treasury Officer	\$9,586	\$17,590
Receptionist/Clerk	\$6,698	\$13,832
Building & Ground Workers	\$5,866	\$12,522
Janitorial Services	US\$1.35 per hour	
Driver	US\$1.35 per hour	