

**Agreement**  
**between the**  
**United Nations System /**  
**Chief Executives Board for**  
**Coordination and the**  
*Association internationale*  
*des traducteurs de conférence*  
**regulating the conditions of**  
**employment of short-term**  
**translators and persons serving in**  
**related functions**

**1 January 2013**

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## **Preamble**

Representatives of member Organizations of the United Nations System / Chief Executives Board for Coordination (CEB) and representatives of the *Association internationale des traducteurs de conférence* (AITC) have agreed that, subject to the approval of AITC and of the Organizations, the conditions of employment of temporary or short-term personnel serving as conference translators and in related functions (hereinafter referred to as "short-term translators") shall be governed in accordance with the provisions set out below to the extent that those provisions differ from the rules of the employing organization governing temporary or short-term staff.

## **I. Procedure and scope of application**

### **A. Definitions**

1. In this Agreement, the expression "translator" is understood to mean a translator, précis-writer, report-writer, verbatim reporter, editor, terminologist, reviser of translations, reviser of summary records, reviser of minutes, reviser of reports, reviser of verbatim records or reviser of terminology records. Organizations may also apply the provisions of this Agreement to any other related professional-category function concerned with language documentation services, such as a proof-reader/editor, a copy preparer or a translation support officer, according to the customary internal practices of that Organization. The expression "translator" does not refer to an interpreter. A descriptive list of this group of functions is found in section III below.
2. For the purposes of this Agreement, "short-term translators" also refers to "temporary", "freelance", or "supernumerary" conference translators, terms used by some organizations in accordance with their internal staff provisions.
3. The present Agreement does not regulate the conditions for the recruitment of contractors (i.e. persons who perform translation services paid by the word), who may be recruited under "Special Service Agreements".
4. Mandated activities of organizations party to this Agreement are defined in, or derive from:
  - a) The Charter of the United Nations, statutes and treaties or other international instruments as applicable, which establish the respective organization with its object, purpose and functions;
  - b) Decisions of their policymaking organs/governing bodies set up by those international agreements; and
  - c) Decisions by their respective executive heads on implementation activities of the Organizations.
5. For the purposes of this Agreement, the expression "internal staff provisions" is understood to mean the Staff Regulations and Rules, human resources policies and practices, administrative instructions, service orders or other equivalents according to the customary internal usage of each Organization.

6. In this Agreement, the term “**on-site**” refers to work carried out at a location specified by the employing Organization, and/or in premises provided by that Organization. The term “**off-site**” refers to work carried out in premises not provided by the Organization at a location of the short-term translator’s choice, which will normally be his/her place of residence.
7. For the purpose of on-site contracts covered by this Agreement, the professional domicile of the translator is the domicile for which the translator considers himself/herself as local. The professional domicile of translators, members of the Association is published in the Association’s Directory. The organizations will request a translator who is not a member of the Association to declare his/her professional domicile when s/he seeks or accepts employment by an organization. A translator may have only one professional domicile at any time and may change it only for consecutive periods of not less than one year. Employment conditions shall be governed by the professional domicile of the translator at the time on-site employment is offered.
8. For the purposes of off-site contracts covered by this Agreement, the place of residence of the translator (if different from the professional domicile) is used to determine the applicable rate (specifically, the relevant post adjustment).
9. In this Agreement, the term “Letter of Appointment” refers to contract.

## **B. Scope and implementation**

10. This Agreement governs the employment of short-term translators worldwide for the production of texts related to the mandated activities of the employing Organization.
11. Based on their internal structure and responsibilities, Organizations may decide to extend the application of this Agreement to documentation related to non-mandated activities and other language professions.
12. This Agreement shall be open to all existing Organizations members of the United Nations common system and shall be extended by mutual agreement to other organizations invited to join the Agreement during its period of validity. The list of Organizations that are party to the Agreement is contained in Annex I. A more detailed list of organizational entities to which the Agreement applies is contained in Annex II.

## **C. Acceptance**

13. Each Organization and AITC shall notify the CEB Secretariat of its acceptance of the Agreement. The CEB secretariat shall inform all parties of the acceptance notices received.
14. The introduction of addenda or changes to the Agreement or its Annexes shall be preceded by the formal agreement of all parties to it.

## **D. Duration**

15. The Agreement shall be valid from 1 January 2013 until 30 June 2017 and shall remain valid thereafter from year to year unless the secretariat of CEB is notified, not later than 31 December of any year after 30 June 2017, of a desire to modify or supplement its provisions. In such case, the secretariat of CEB shall in the first instance seek the agreement of the parties to the Agreement on the proposed modifications or supplementary provisions by mail, failing which it shall convene a meeting of the parties, to be held no later than three months prior to the expiration of the existing term of the Agreement, giving at least one month's notice of the date of the meeting.

## **E. Exceptional conditions that would require a renegotiation of the Agreement**

16. The provisions of the Agreement specifically concerning remuneration may be renegotiated, at the request of the Organizations or AITC, in the event of:
  - a) A reform of the international monetary system; or
  - b) The abandonment by the Organizations of the United States dollar as the sole basis for the establishment of professional category salaries or allowances; or
  - c) A modification of the United Nations post adjustment system; or
  - d) Any other exceptional event or major change of circumstances in one or several of the Organizations accepting the Agreement which leads any of the parties to believe that they cannot fully respect the terms of the Agreement, including if said events significantly affect the remuneration levels of short-term translators.

## **II. Appointment and termination**

### **A. Non-discrimination in recruitment**

17. Recruitment of short-term translators shall be conducted in accordance with the internal staff provisions of the employing Organization as well as in accordance with the principles laid down in the Charter of the United Nations, in particular article 101, paragraph 3, which states, "The paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence, and integrity," without distinction as to race, gender or religion.
18. The Organizations confirm that, as set out in their Internal staff provisions and standards of conduct, all international civil servants, including short-term translators, enjoy freedom of association to promote and defend their interests and that they should enjoy protection against discriminatory or prejudicial treatment based on their status or such activities as staff representatives.

## **B. Options and Offers**

19. Proposals of work made by an Organization to a translator may be of two categories: an “offer”, which is a firm proposal of work that is binding both on the Organization that makes the offer and on the translator who accepts it; and an “option”, which is a non-binding proposal for either the employing Organization or the translator. Only an offer that has been both proposed by the employing organization and accepted by the translator in writing, including by electronic means, is firm and shall therefore give rise to the payment of the indemnities specified in section F below.
20. When an Organization makes an offer of work to a translator and the translator accepts it, that offer and the translator's acceptance shall constitute a binding employment contract (hereinafter referred to as a "confirmation of appointment").

## **C. Letters of appointment**

21. The contracts granted to short-term translators shall indicate:
  - a) The duty station at which the short-term translator is to be working or, in case of an off-site contract, the duty station for which the short-term translator is to be working as well as her/his place of residence;
  - b) The period of the contract and the number of work days within the period;
  - c) The grade level and functional title, by reference to the provisions established in the Agreement under section III below;
  - d) The applicable remuneration rate, including the number of days to be paid;
  - e) A reference, where applicable, to a "Caisse" and/or accident and sickness insurance when the regulatory framework of the employing Organization provides for such an option, and the corresponding percentage to be deducted; and
  - f) Whether the engagement involves travel assignment and whether a daily subsistence allowance (DSA) is payable and, if so, in what form.
22. The employing Organization shall also provide to a short-term translator in writing all other supplementary information necessary for the implementation of the contract in accordance with its internal staff provisions and other related operational requirements.
23. If, after a contract has been accepted, the employing Organization offers extra days of work in addition to the dates of work specified in the confirmation of appointment – whether those extra dates fall within the initial period of employment or are an extension of the initial contract period - and if the short-term translator accepts those extra days, the contract shall be modified or extended accordingly.
24. Where the Internal staff provisions of the employing Organization so provide, if a translator is called upon to work longer than the regular working hours of staff translators, s/he shall be compensated in accordance with those Internal staff provisions.

**D. Status, privileges, immunities and responsibilities<sup>1</sup>**

25. Short-term translators shall have the status of officials during the period of their employment. As such, they shall:
- a) Enjoy the privileges and immunities, and have the responsibilities resulting from the Convention on the Privileges and Immunities of the United Nations, the Convention on the Privileges and Immunities of the Specialized Agencies, or other such arrangements in regard to the immunities and privileges of other signatory Organizations and relevant agreements with host countries as apply, to each individual Organization;
  - b) be bound by the strictest confidentiality and secrecy, which must be observed towards all persons with regard to information gathered in the course of professional practice at non-public gatherings.

**E. Copyright and intellectual property**

26. Materials and records dealt with by short-term translators in the course of their work are the property of the employing organization. Dissemination of translation/documentation products in form and/or in content represents a violation of the intellectual property rights of the employing Organization and a contravention of the relevant provisions of its Internal staff provisions, as applicable. The title rights, copyrights and all other rights of whatever nature in any document are vested exclusively in the employing Organization.
27. Subject to agreement by the employing Organization, short-term translators shall be entitled to keep their translations and related products in their own computer-assisted translation tools.

**F. Cancellation or termination of appointment**

28. When an Organization cancels or terminates the appointment of an individual hired as a short-term translator, and if no comparable alternative work during the same period can be provided by said Organization, the following provisions shall apply:
- a) For cancellations notified more than 30 days before the beginning of the contract, the employing organization shall pay the short-term translator an indemnity equal to 50 per cent of the remuneration specified in the letter of appointment, up to a maximum of 30 days for daily contracts and one month for monthly contracts;
  - b) For cancellations notified 30 days or less before the beginning of the contract, it shall pay the short-term translator an indemnity equal to 100 per cent of the remuneration specified in the letter of appointment, up to a maximum of 30 days for daily contracts and one month for monthly contracts;
  - c) if the cancellation is communicated after the beginning of the contract, then the short-term translator shall be paid an indemnity equal to 100 per cent of the remuneration specified in the letter of appointment in respect of the unexpired period of the contract up to a maximum of either 30 times the daily rate for a daily contract or twice the monthly rate for a monthly contract;

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<sup>1</sup> IFAD and IMO place a reservation on this provision.



- d) In instances of cancellation for “force majeure” resulting in the inability of either party to fulfil their obligations, neither the employing Organization nor the short-term translator shall be bound by the terms of the appointment under this Agreement, or held liable in damages or any other contractual remedy for any breach of those terms. For the purposes of this Agreement, the term “force majeure” refers to unforeseen events not within the control of either party and independent of their will.<sup>2</sup>
29. When reasonable travel costs have been incurred by the short-term translator as a direct result of the engagement, the employing Organization shall reimburse the short-term translator subject to the rules and admissible limits on travel expenses applicable to staff on an analogous basis, as provided under section VI below. Short-term translators shall comply with the reimbursement process and applicable financial settlement procedures, including in respect of requisite supporting documentation.
30. In cases of ill health<sup>3</sup> or for reasons such as abandonment of appointment or assigned function, misconduct, unsatisfactory service or the discovery of facts anterior to the appointment of the short-term translator which, had they been known at that time would, under the principles established in the Charter of the United Nations or the internal staff provisions of the employing Organization, have precluded her or his appointment, the Organization shall pay the short-term translator such indemnities as are provided for in the Organization's internal staff provisions applicable to short-term or temporary members of the staff.
31. As a general principle in respect of cancellation indemnities, the short-term translator shall make every effort to find reasonably equivalent employment for the period in respect of which such indemnities are payable, and if an employment is obtained with an Organization or third party, the indemnity payable shall be reduced by one day for each day thereof.

**G. Abandonment of duties, resignations and no shows**

32. The employing Organization has the right to apply the remedies and disciplinary measures that are foreseen in its internal rules or in the letter of appointment, including the withholding of all or part of the remuneration due, if a short-term translator abandons her/his position or assigned function prior to the completion of the period of employment and the related contracted services.
33. The employing Organization may draw to the attention of AITC for disciplinary investigation any case where the conduct of one of its members has been unsatisfactory, further to which AITC shall decide upon the additional actions it considers appropriate, in consultation with the employing Organization concerned (see also sect. VIII).

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<sup>2</sup> In case of doubt as to the applicability of this article, parties shall confer and come to an agreement.

<sup>3</sup> In such cases, the employing Organization with available insurance coverage schemes for short-term or freelance personnel will endeavour to ensure that the insurance coverage does not cease.

### III. Classification<sup>4</sup>

#### A. Classification of grading levels for short-term translators

34. Subject to the grades available under the grading structure for staff translators in each employing Organization, the following classification of grading levels shall apply:

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<i>Category</i>	<i>Equivalent grades</i>	<i>Associate functional titles</i>
Translator I (T-I)	P-1	Associate Translator/Précis-writer; Associate Editor; Associate Proof-reader/Production Editor; Associate Copy Preparer; Associate Terminologist; Associate Verbatim Reporter
Translator II (T-II)	P-2	Associate Translator/Précis-writer; Associate Editor; Associate Proof-reader/Production Editor; Associate Copy Preparer; Associate Terminologist; Associate Verbatim Reporter
Translator III (T-III)	P-3	Translator/ Précis-writer; Editor; Proof-reader/Production Editor; Copy Preparer; Translation Support Officer; Verbatim Reporter; Terminologist
Translator IV (T-IV)	P-4	Reviser/Senior Translator; Reviser/Editor; Reviser/Verbatim reporting; Senior Proof-reader/Production Editor; Terminologist
Translator (T-V)	P-5	Senior Reviser; Senior Editor; Senior Précis-writer/Verbatim Reporter; Senior Proof-reader/Production Editor

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<sup>4</sup> As indicated in paragraphs 1 and 2 of this Agreement, the terms "translator" and "reviser" may include other related functions in certain Organizations, such as précis-writers or editors.

**B. Requirements and determination of classified grading levels**

35. Subject to the grades available under the grading structure for staff translators in each employing Organization, the classification and job/functional descriptors presented below shall apply.

<i>Grade</i>	<i>Functions</i>	<i>Requirements for work experience<sup>5</sup></i>
T-I/P-1	Translates, edits, proofreads or copy-edits/formats documents of a basic nature with close supervision and detailed guidance for and full revision of all work. Drafts verbatim or summary records with close supervision and detailed guidance for and full revision of all work.	Beginners only.
T-II/P-2	Translates, edits, proofreads or copy-edits/formats documents of a basic nature, subject to revision. Drafts verbatim or summary records, subject to revision. Conducts research for and prepares multilingual terminology records, subject to revision. Carries out reference and other translation support functions.	Translators with at least 220 calendar days of work experience at the previous level with one or more of the Organizations party to the Agreement over a period of at least 1 year.
T-III/P-3	Translates, edits, proofreads or copy-edits/formats documents of an increasingly complex nature, subject to revision. Drafts verbatim or summary records, subject to revision. Conducts research for and prepares multilingual terminology records, subject to revision. Carries out reference and other translation support functions.	Translators (including revisers) with at least 880 calendar days of work experience at the previous level over a period of at least 4 years.
T-IV/P-4	Translates, edits, proofreads or copy-edits/formats documents, mostly without revision. Drafts verbatim or summary records, mostly without revision. Conducts research for and prepares multilingual terminology records. Carries out reference and other translation support functions. Programmes daily work of the section. Revises the work of others.	Translators (including revisers) with at least 2,200 calendar days of work experience at the previous level over a period of at least 10 years.
T-V/P-5	Translates, edits, proofreads or copy-edits/formats documents of an exceptionally sensitive, complex or intricate technical nature. Revises verbatim or summary records. Conducts research for and prepares multilingual terminology records. Revises and monitors quality of the work of others. Assists in the preparation of translation/editorial manuals, instructions and guidelines and in providing training.	Revisers work only with at least 2,200 calendar days of work experience at the previous level over a period of at least 10 years.

<sup>5</sup> Requirements as regards work experience are indicative minima and shall create no expectation of automatic reclassification.

### **C. Reclassification policy**

36. Under the guiding principles laid out in this section, specifically paragraphs 34 and 35 above, reclassifications may be granted to short-term translators once they have completed the requisite service requirements and provided that the complexity and quality of their work warrants a corresponding reclassification in the judgement of the main employing Organization. Whether in authorizing a reclassification or determining a translator's initial short-term category under this Agreement, employing Organizations shall consider relevant experience in the language services of other international organizations or conferences which apply similar recruitment standards.<sup>6</sup>
37. Employing Organizations shall establish a Classification Board, in which an AITC representative will participate, for review and approval of requests for reclassification. The Terms of Reference of the Classification Board can be found in Annex V.
38. It shall be the responsibility of the translator to assemble the documentation needed by the main employing Organization to consider whether to authorize a reclassification. Such documentation may include, among other things, letters of appointment, payment records and dates, performance reviews and statements by employing Organizations as to the translator's performance and quality of work.
39. Staff translators of Organizations party to the Agreement who separate and wish to pursue employment as short-term translators shall be classified in accordance with paragraphs 34 and 35 up to the grade at which they separated. They may be subsequently reclassified according to the provisions specified in paragraph 36 above.

## **IV. Standards**

### **A. Work standards**

40. It shall be the right and responsibility of the employing Organization to determine the work standards, including standards relating to timeliness, productivity and quality, which shall be comparable to the standards applied to regular staff.
41. Short-term translators shall enjoy conditions comparable to those of regular staff, including regarding working hours in the employing Organization. Working hours shall be agreed between the short-term translator and the employing Organization. Working hours shall take account of such considerations as shift work, if necessary, or core hours of work if the translator is working off-site, where time-zone differences may be a factor. Employing Organizations may require that short-term translators working off-site be accessible to respond to any question regarding their work during those core hours.

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<sup>6</sup> A non-exhaustive list of such organizations can be found in Annex IV.

## **B. Operational standards for off-site work**

42. Short-term translators working off-site on premises not provided by the Organization shall observe the Organization's operational standards in performing and transmitting their work, such as with respect to software requirements and information-technology security.
43. The employing Organization shall provide a reasonable degree of technical support to enable translators to comply with the Organization's operational standards.
44. Notwithstanding the above, the off-site work arrangement cannot give rise to an obligation for the employing Organization to fund any equipment or licensing that freelance translators may need in order to assure the correct and admissible delivery of the professional services for which they are engaged and paid.

## **V. Compensation policy**

### **A. General**

45. The compensation policy for short-term translators established by this Agreement seeks a general alignment with the principles applicable to compensation of staff in the international professional category of the United Nations common system, with appropriate adjustments. In accordance with this alignment, the remuneration of short-term translators is derived by application of the methodological parameters specified in Annex III.
46. When the International Civil Service Commission promulgates updated salary scales for the Professional and higher categories of staff or updated daily subsistence allowance rates (DSA) at any time during the period of employment of a short-term translator, the amounts paid to the translator under the terms of the contract shall be adjusted accordingly, including retroactively where applicable.

### **B. Non-regression**

47. The rates derived under the methodology established in the "1991 CEB/AITC Agreement" will remain in force until the entry into force of the new Agreement on 1 January 2013. The rate or rates in force as at 31 December 2012 will remain frozen until the application of the methodology set out in Annex III results in an increase in the rates payable, as applicable.
48. The principle of non-regression shall apply to the annual recalculation and the mid-year review of the rate schedules, specifically the post adjustment multipliers (PAMs), as detailed in Annex III. In accordance with said principle, any rate(s) yielding a lower value as a result of possible decreases in the concerned PAM(s) will not be applied and the rates in force at such time will continue to be observed until such time an increase is derived following the compensation methodology and mechanics prescribed under this Agreement.

### **C. Taxation**

49. The salary rates set out in Annex III are net of both income tax and staff assessment.<sup>7</sup>

### **D. Daily contracts**

50. A short-term translator employed by an Organization for less than 31 days from the first day of her/his appointment shall be employed on the basis of a daily appointment and the daily rate conditions as prescribed under Annex III to this Agreement. One daily rate shall be payable to the short-term translator for each working day, a day being defined as a 24-hour period from midnight to midnight or part thereof.
51. By reference to the seven-day weekly calendar, the sixth and seventh days shall also be paid to short-term translators when they are requested to report for work by the employing Organization.

### **E. Monthly contracts**

52. The following provisions shall apply with respect to monthly rates:
- a) A short-term translator employed by an organization for a continuous period of 31 days or more of his/her appointment shall be employed from the first day on the basis of a monthly appointment and the monthly rate conditions;
  - b) The monthly salary under such appointments shall be determined using the methodology indicated in Annex III;
  - c) Similarly to regular staff, the monthly contract shall be paid irrespective of the actual number of calendar days in the month concerned or whether the first working day falls on the first calendar day of the month;
  - d) Annual leave shall accrue at the rate specified in the Internal staff provisions of the employing Organization for temporary staff. Any accrued annual leave not utilized by the end of the contract may be commuted into a sum of money for the rest of the period of such accrued annual leave as prescribed by the Internal staff provisions of the employing Organization. Unless otherwise calculated by the internal staff provisions of the employing Organization, payment of unused annual leave balance shall be subject to the following adjustment: “monthly rate x 12 ÷ 251” per day, where 251 = 365 - 104 (weekends) - 10 (United Nations holidays).

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<sup>7</sup> Some employing Organizations reserve their position regarding the question of possible reimbursement of tax if it were to be levied. The International Fund for Agricultural Development (IFAD) shall not be responsible for national income tax levied and reserves its position with regard to possible reimbursement of tax if it were to be levied. The rates in annex III are agreed on the assumption that in all cases they are net of tax on income and of staff assessment. If in spite of efforts by organizations this assumption should prove incorrect in any particular case, AITC would wish to reopen the matter of rates in that particular situation. IFAD reserves its position with regards to: (i) the status granted to its free-lance translators under the AITC Agreement, (ii) the privileges and immunities accorded to free-lance translators under its Headquarters Agreement, the Convention on the Privileges and Immunities of the United Nations and the Convention on the Privileges and Immunities of the Specialized Agencies.

## **F. Calculation and promulgation of remuneration rates**

53. The CEB secretariat shall be responsible for the periodic review and computation of any changes to the schedule of rates prescribed under this Agreement, by application of the parameters of the compensation policy detailed under Annex III, and for their prompt notification to the Organizations and AITC for implementation.

## **G. Application of rates**

54. Headquarters rates are established for Geneva, London, Madrid, Montreal, New York, Paris, Rome and Vienna and a world rate is established for all other locations.
55. Headquarters rates shall be payable to:
- a) short-term translators whose professional domicile is one of the headquarters duty stations when they work on the premises of an organization at that duty station;
  - b) short-term translators whose place of residence is one of the headquarters duty stations when they work off-site for an organization at that duty station.<sup>8</sup>
56. The World rate shall be payable in all other cases.

## **VI. Travel conditions**

### **A. General**

57. Except as may be otherwise provided in this Agreement, the travel rules applicable to the regular staff of the employing Organization while on official travel shall be applicable to the travel of short-term translators. Travel and payment of applicable subsistence allowance for the period concerned shall be provided for a short-term translator as for regular staff if required to proceed from her/his declared professional domicile (or from another place within the same cost) to another place of work and return. This provision shall not preclude any arrangement whereby costs may be shared between the employing Organization and a previous or subsequent employer, as applicable. The Organizations shall make every effort to ensure uniformity of practice in respect of travel rules.

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<sup>8</sup> These duty stations are Geneva (including France voisine), London, Madrid, Montreal, New York, Paris, Rome and Vienna.

58. No travel shall take place without travel authorization, including prior medical and security clearances where applicable. The employing Organization shall not be held liable if a short-term translator does not provide appropriate medical certification prior to her/his engagement. Failure to do so could result in the withdrawal of the offer or termination of appointment without compensation.
59. When an employing Organization offers a short-term translator a contract, it shall endeavour to inform her/him of the arrangements it intends to make for transportation. This information can be provided via the offer of appointment or other official written communication, such as e-mail notification. If the individual accepts the contract, s/he shall accept whatever travel arrangements are made, unless her/his professional obligations prior to or subsequent to her/his contract are such as to render impractical, in the opinion of the Organization, participation in such arrangements.
60. If the employing Organization does not provide a laissez-passer or other such documentation (for example, in order to obtain a visa) as may be needed under the translator's confirmation of appointment to enable her or him to undertake the required official travel, then any period of work which the translator is unable to perform for that reason shall entitle the translator to compensation as described in section II.F (Cancellation or termination of appointment) of this Agreement. The employing Organization expects the translator to fully cooperate in all processes required in order to obtain such documents, failing which compensation will not be paid.

**B. Remuneration during travel and travel time**

61. The travel rules applicable to the regular staff of the employing Organization shall be applicable to the travel of short-term translators. For the purposes of this Agreement, authorized travel time of short-term translators constitutes work time for all purposes, as for regular staff. The travel dates shall be specified in the contract whenever possible. Accordingly, except when it is agreed in advance that any necessary travel can reasonably be accomplished during the period of assignment, short-term translators recruited from outside the duty station shall be paid one half of the relevant rate in Annex III in respect of the calendar day preceding the beginning of her/his assignment and one half-day's salary in respect of the calendar day following the end of her/his assignment. For any additional full calendar day of travel time, including authorized stopovers and rest periods, short-term translators shall receive a full day's salary.
62. Applicable DSA shall be payable to short-term translators during the length of the assignment while on travel status, including any non-work days during the contract period.

**C. Daily subsistence allowance**

63. A short-term translator travelling at the request of an employing Organization to serve in a duty station away from her/his declared professional domicile shall be entitled to receive the applicable DSA in accordance with the DSA rates established by the International Civil Service Commission (ICSC). The conditions for the payment of the allowance shall be those applicable to the regular staff of the employing Organization, including in respect of adjusted



rates (e.g. when accommodation, transportation and/or meals are provided) and also if supporting documentation requirements are prescribed.

**D. Standards for travel entitlements**

64. The travel itinerary, the standards of accommodation, stopovers and rest periods during travel, if applicable, shall be governed by the rules and policies of the employing Organization regarding travel by its regular staff.

**VII. Social security**

65. The remuneration rates for short-term translators are set out in Annex III. The rates include a 9 per cent add-on to the base salary rate as a social security element of the compensation package. The 9 per cent add-on is not applied if the employing organization is already providing social security coverage (pension benefits or contributions) in respect of the short-term translator by virtue of the short-term rules of the organization, or if the short-term translator is in receipt of a benefit from any pension scheme of an organization party to this agreement. As detailed in Annex III and illustrated in the Appendix, the Agreement accordingly provides for schedules of rates with and without the 9% social security element add-on.

**A. Pension**

66. Subject to the rules and policies of the employing Organization allowing for such financial arrangements, and at the written request of a short-term translator, the employing Organization shall deduct from her or his salary a sum equal to 12.39 per cent thereof, and shall pay the said amount, in the translator's name, into the *Caisse de pensions des interprètes et traducteurs de conférence* (CPIT).

**B. Sickness and accident insurance and sick leave**

67. Subject to the rules and policies of the employing Organization, entitlements related to sick leave may be granted as provided for other short-term staff under the applicable rules, and within the terms and duration of the contract in force, without any additional obligation for the employing Organization beyond said provisions (such as in respect of hospitalization, insurance coverage, etc).

**C. Loss of earnings**

68. Subject to the rules of the employing Organization, and to the extent possible, short-term translators may be allowed to participate in a loss of earnings and insurance scheme for illness or injuries occurring during their respective appointments, if such a scheme is in place at the employing Organization.

## **VIII. Discipline**

69. Short-term translators are subject to the internal staff provisions of the employing Organization and to the applicable disciplinary procedures.

## **IX. Settlement of disputes**

70. Every effort shall be made to resolve disagreements between an employing Organization and a short-term translator in an informal and expeditious manner with a view to settling them without recourse to the procedures outlined below.
71. Disputes between a short-term translator and an employing Organization arising out of the application of an individual letter of appointment shall be settled through the procedures and under the same conditions applicable to the regular staff of the Organization concerned, or any other procedure provided for in the letter of appointment or in this Agreement.
72. Disputes between AITC and an Organization or organizations arising out of the interpretation or application of this Agreement shall in a first stage be the subject of direct conversations between AITC and the Organization or Organizations concerned, with a view to settling the dispute; if no settlement can be reached, the two parties shall refer the matter as rapidly as possible to a jointly agreed third party for an opinion. On the basis of that opinion, the parties shall endeavour to find, within a reasonable time frame, a mutually acceptable solution.

## **X. Other provisions**

### **A. Training**


73. To the extent possible, Organizations shall facilitate the participation of short-term translators in training programmes offered to members of the regular language staff, provided that such participation shall carry no additional cost or administrative burden for the Organization. In cases where there is such an additional cost or administrative burden, the Organization shall do its best to notify short-term translators of such training programmes and invite them to participate if the translators are willing to defray the additional cost.

### **B. Professional delegations**

74. AITC shall designate professional delegations which shall ensure liaison with the Organizations on questions of mutual interest, including matters arising from sections VIII and IX above, and the Organizations shall facilitate such activity.

**C. Official circulars and employment data**

75. The CEB secretariat shall transmit to AITC copies of all official United Nations circulars concerning changes in the salary scale of staff in the Professional category, post adjustment classifications, relevant exchange rates and DSA rates, as and when promulgated by ICSC.
76. The CEB secretariat shall collect and inform AITC annually of the statistics regarding employment of short-term translators by the Organizations.

Signed by:   
Date: 17.12.2012


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Peter McCarey, Coordinator  
Office of Language Services, World Health Organization  
Representative of the Organizations  
of the United Nations common system

Signed by:   
Date: 17/12/2012

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Michel Boussommier, Président  
Association internationale des traducteurs de conférence (AITC)

Signed by:   
Date: 17/12/2012

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Remo Lalli, Secretary, High Level Committee on Management  
Secretariat of the Chief Executives Board for Coordination

## Annex I

### Organizations party to the Agreement

- **United Nations**  
(including its Departments, Offices<sup>9</sup> and Regional Commissions<sup>10</sup>, and other entities administered by the United Nations Secretariat)
- **International Labour Organization (ILO)**  
(including its Regional Offices)
- **Food and Agriculture Organization of the United Nations (FAO)**
- **United Nations Educational, Scientific and Cultural Organization (UNESCO)**
- **World Health Organization (WHO)**  
(including its Regional Offices and Programmes)
- **International Civil Aviation Organization (ICAO)**
- **Universal Postal Union (UPU)**
- **International Telecommunication Union (ITU)**
- **World Meteorological Organization (WMO)**
- **International Maritime Organization (IMO)**
- **International Fund for Agricultural Development (IFAD)**
- **World Intellectual Property Organization (WIPO)**
- **United Nations World Tourism Organization (UNWTO)**
- **International Atomic Energy Agency (IAEA)**
- **Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO Preparatory Commission)**
- **International Criminal Court (ICC)** (*as from 28 May 2019*)
- *Association Internationale des Traducteurs de Conférence (AITC)*

[**Note by the CEB Secretariat:** Invoking paragraph 12 of the Agreement, which states that the Agreement “shall be open to all existing Organizations members of the United Nations common system”, the International Criminal Court notified the CEB Secretariat of its accession to the Agreement on 28 May 2019.]

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<sup>9</sup> UNOG, UNOV, UNON.

<sup>10</sup> ECA, ECE, ESCAP, ESCWA, ECLAC.

## **Annex II**

### **A. Organizational entities to which the Agreement applies**

- International Trade Centre (ITC)

### **B. Organizations not member of the UN common system of salaries and allowances and other benefits that unilaterally undertake to apply the Agreement as it currently stands**

- World Trade Organization (WTO)

## Annex III

### Compensation methodology

#### A. Summary of criteria and methodological parameters governing the compensation policy of the AITC

1. As explained in section V above, the new compensation policy prescribed under the Agreement is aligned to the policies for the compensation of staff in the international professional category of the United Nations common system with appropriate adjustments. This alignment is primarily done by deriving the “salaries” of the short-term translators by application of the salary scale for the professional category (hereinafter referred to as the annual UN professional salary scale), which is promulgated by the International Civil Service Commission (ICSC) and provides a common annualized base salary pay scheme for professional category staff of the United Nations Common System worldwide.

2. The compensation or rate scheme for the short-term translators derives from the following three formula-based calculations which determine the various schedules of rates established under the Agreement, as further detailed under sections D and E of this Annex:

- i. The common daily base salary rate (hereinafter referred to as the “base salary rate”) is derived by dividing the net dependency rate at step one of the respective Professional category level of the **annual UN salary scale** into 12 months or into a **221-day compression** (365 days minus 52 week-ends, minus 30 days annual leave and minus 10 public holidays). This calculation sets the common base salary rate for each grade of the AITC Agreement (namely, T-1 to T-5);
- ii. The **post adjustment multiplier (PAM)** for each one of the select duty stations for which rates are established is then applied to the common base salary explained above. For the purposes of this Agreement, the PAMs applied shall be the annual composite of the average of the mid-month values of the previous twelve months’ post adjustment multipliers for each duty station, with an adjusted formula for the World rate, as explained in paragraphs 15 and 21 below;
- iii. A **nine per cent supplement for social security** is added to the base salary rate, which is conversely not applied if the short-term translator already has Organization-provided social security coverage (pension benefits or contributions).

#### B. A two tier schedule of rates shall be established (Headquarters and World rates; with and without 9% add on; daily and monthly)

##### Headquarters rates

3. Headquarters rates shall be established for eight headquarters duty stations: Geneva, London, Madrid, Montreal, New York, Paris, Rome and Vienna.

## **World rate**

4. A world rate shall be established and applied to all other locations.

## **Application of the rates**

5. As explained in section V.G (paragraphs 54-56), the place of residence and professional domicile of the free-lance translators vis-à-vis the duty station of assignment would determine the applicable remuneration.

## **Schedules of rates**

6. The schedules of rates as at 1 January 2013 are attached to the Appendix rates, including sets with and without the 9% add on for Social security, as prescribed under paragraph 65.

## **C. USD denomination of the rates and policy for their conversion into Local Currencies (LCs) for payment purposes as required**

7. As the rates are derived from the annual UN professional category salary scale, which is denominated in United States dollars, the schedule of rates are all and only determined in United States dollars for each established duty station. For practical purposes, the 'conversion' of the USD rates into local currencies (LCs) is done only at the initial rate setting or 6-month revision exercises by application of the 12-month rolling average United Nations operational rate of exchange for each concerned LC. Irrespective of exchange rate fluctuations, the schedules of rates remain fixed for the 6-month period. The World rate is denominated only in US Dollars.

8. For payroll/disbursement purposes, the monthly payments of the USD rates into local currencies are made as for any other payment, namely with the applicable United Nations Operational Rate of Exchange in the period of payment converting the fixed USD denominated rate into LCs as applicable. On occasion of the 6-month revision exercise, only if any increase to the rates is derived, the new USD rate(s) will be again converted into local currencies by analogously using the 12-month rolling average United Nations Operational Rate of Exchange.

9. The letters of appointment shall express the rates as promulgated in USD. Payments shall be made in local currencies.

10. Notwithstanding the above provisions, by agreement between the concerned employing organization and the translator, payments may be made in other currencies. This provision does not represent an obligation for the Organizations to observe payments in third currencies, especially if this represents an additional cost and/or burden.

## **D. Methodology for the calculation of daily rates**

### **Headquarters rates**

11. At the beginning of each calendar year, the common daily base salary rate (hereinafter referred to as the “daily base rate”) is derived from the annual UN professional salary scale as per the method detailed under paragraph 2 above.

12. Similarly, the post adjustment multiplier (PAM) for each duty station is then applied to the base rate, which shall be the average of the mid-month values of the previous twelve month PAMs for said duty station..

13. As provided in section VII on ‘Social security’, the 9 % add-on is then applied to the base salary. The combination of daily base rate plus the applicable PAM and the 9% add-on social security element determines the total daily rate (hereinafter referred to as the “daily rate”).

14. As the rates are derived from a scale denominated in United States dollars, the schedule of rates shall be determined only in United States dollars for each established headquarters duty station. Conversion of the USD rates into local currencies is computed as explained under section C of this Annex (both at the rate setting and 6-month revision exercises and for payroll/disbursement purposes).

### **World rate**

15. In the case of the World rate, at the beginning of each year, the annual composite of the average of the mid-month values of the previous twelve months’ post adjustment multipliers of the eight headquarters duty stations and the post adjustment multipliers of four UN Regional Commissions (Chile, Ethiopia, Lebanon and Thailand) as well as that of the United Nations Office at Nairobi (Kenya) are to be added to the base rate referred to in paragraph 2 above. The combination of the base rate, social security element, and the composite of these 13 post adjustment multipliers determines the daily world rate.

16. The World rate shall be solely denominated in United States dollars.

## **E. Methodology for the calculation of monthly rates**

### **Headquarters rates**

17. At the beginning of each calendar year, a common monthly base salary rate (hereinafter referred to as the “monthly base rate”) is derived from the annual UN professional salary scale as per the method detailed under paragraph 2 above for the daily base rate, specifically deriving the monthly base salary rate from the annual net dependency rate salary at step one of each grade level of the professional scale (P-1 to P-5), divided by twelve.

18. A social security element of nine per cent of the monthly base rate shall be added and paid, where applicable.



19. The post adjustment applicable at each duty station shall be added to the monthly base rate (see paragraph 17). The combination of the monthly base rate plus applicable post adjustment plus the social security element, if applicable, shall determine the total monthly rate (hereinafter referred to as the “monthly rate”).

20. As the rates are derived from a scale denominated in United States dollars, the schedule of rates shall be determined only in United States dollars for each established headquarters duty station. Conversion of the USD rates into local currencies is computed as explained under section C of this Annex (both at the rate setting and 6-month revision exercises and for payroll/disbursement purposes).

### **World rate**

21. In the case of the World rate, at the beginning of each year, the annual composite of the average of the mid-month values of the previous twelve months post adjustment multipliers of the eight headquarters duty stations and the post adjustment multipliers of four UN Regional Commissions (Chile, Ethiopia, Lebanon and Thailand) as well as that of the United Nations Office at Nairobi (Kenya) are to be added to the monthly base rate referred to in paragraph 17 above. The combination of the monthly base rate, the 9% add-on social security element, if applicable, and the composite of these 13 post adjustment multipliers determines the monthly world rate.

22. The World rate shall be solely denominated in United States dollars.

### **F. Biannual adjustment of rates. Administration of the revision and adjustment of rates**

23. The CEB Secretariat shall be responsible for the calculation of adjustments in the schedule of rates effective 1 January and 1 July of each year in accordance with the methodology prescribed under the Agreement as well as for their prompt notification to the Organizations and to AITC. The Organizations and AITC shall be kept regularly informed of the post adjustment multipliers.

### **G. Degree of ultimate rounding**

24. Only at the end of the calculation process described under this Annex, the rates shall be rounded **to the nearest whole figure, both in USD and local currency.**

### **H. Non-regression clause** (as prescribed under paragraphs 47 and 48, Section V.b).

25. The practical application of this clause is to be described in a CEB circular prior to the entry into force of this Agreement.

## **Annex IV**

### **Organizations applying similar recruitment standards (in reference to paragraph 36)**

Such Organizations include, but are not limited to, the following:

- (a) Specialized Agencies of the United Nations system which do not apply the common system of salaries, allowances and other conditions of service, among them, the International Monetary Fund and the World Bank Group;
- (b) Other international financing institutions similar to the International Monetary Fund or entities of the World Bank Group, amongst them the African Development Bank, the Asian Development Bank, the European Bank for Reconstruction and Development, the European Investment Bank, the Inter-American Development Bank and the Islamic Development Bank;
- (c) Independent bodies which, although established under United Nations conventions and applying the common system of salaries, allowances and other conditions of service, do not have the status of specialized agencies and are not administered by any signatory Organization, among them the International Criminal Court, the International Tribunal for the Law of the Sea and the Organisation for the Prohibition of Chemical Weapons;
- (d) International Organizations having a restricted or regional membership, among them the Council of Europe, the European Central Bank, the European Organization for Nuclear Research, the European Space Agency, the European Union and its bodies, the North Atlantic Treaty Organization and the Organisation for Economic Cooperation and Development; and
- (e) Other international Organizations, among them the Bank for International Settlements, the International Hydrographic Organization, the International Parliamentary Union, the International Committee of the Red Cross and the International Organization for Migration (some of which apply the provisions of the CEB AITC Agreement even though they are not signatories).

## **Annex V**

### **Composition, terms of reference and procedures of the classification board**

1. The Classification Board shall be composed of the person responsible for the Translation services of the Organizations party to the Agreement (including the United Nations Offices/DGACM, the United Nations Office at Geneva, Vienna and Nairobi) or their representatives. AITC shall be represented by an observer with the right to express opinions.
2. The Classification Board shall normally meet twice a year, and shall be convened and coordinated by the Chief of Translation Services, United Nations Office at Geneva. Board members may participate via videoconference and/or send their comments in writing to the Coordinator or be represented by another Organization.
3. Lists of candidates who have applied for reclassification and have been declared eligible for consideration by the main employing organization shall be circulated by the latter to the Board members and AITC no later than one month prior to each meeting.
4. The functions of the Classification Board shall be:
  - (a) To review, and unless reservations are raised by another employing organization, confirm the authorization for reclassification as requested by the main employing organization;
  - (b) To give a ruling on the basis of the appraisals by the employing organizations of the translator concerned if reservations are expressed by any other employing organization as to the standard of proficiency for the reclassification of the candidate
5. The Board, by consensus and with a minimum quorum of five members attending or represented by another Organization, may decide:
  - (a) That the candidate's work has reached the required standard and that s/he is reclassified accordingly; or
  - (b) That the candidate's work as a whole has not yet reached the required standard but that s/he is invited to apply again once s/he has completed 150 contract days for Organizations party to this Agreement or organizations applying similar recruitment standards.
6. The Board shall prepare a report conforming to a standard presentation giving the reasons for its decision, a copy of which shall be sent to the candidate.
7. The Coordinator shall communicate the decisions of the Board via a consolidated list, indicating whether or not the candidates have been reclassified, to the chiefs of the competent units of the Organizations with a copy to the AITC Secretariat.
8. Approved reclassifications shall have effect from the date of the approval decision taken on the subject by the Classification Board, subsequently communicated.

## Annex VI - A

### CEB/AITC mechanism for transition to the new grade structure

1. Conversions will be handled on an individual, case-by-case basis, as per the criteria established under this Annex and Annex VI-B below.
2. As far as possible, the criteria will be arithmetical, in accordance with the table attached to Annex VI-B below.
3. The Agreement comes into force on 1 January 2013, and the transition mechanism will operate throughout 2013.
4. Any cases where doubts arise will be discussed with the AITC – or with the new Classification Board.
5. Unless translators apply for individual conversion (see para. 6 below), organizations will automatically convert their grades on the basis of the grade shown on the last contract, as follows:

T1	-	T1
T2	-	T2
T3	-	T3
T4	-	T4
R3	-	T4
6. Short-term translators who consider themselves eligible for a grade other than those set out in paragraph 5 (see attached table) must submit proof of all their relevant work experience until 31 December 2012. Following review, their grades may be converted accordingly, on an individual basis, as prescribed under paragraph 1 above.
7. A short-term translator's first employer under the new Agreement will oversee the conversion.
8. For any reclassification to T5, the organization involved will confer with WTO and the United Nations.
9. T1 translators who have passed the United Nations competitive examination for translators, editors or verbatim reporters will begin at T2.
10. Contracts signed under the old Agreement which cross into 2013 are governed by the old Agreement.
11. The number of days to be carried forward for future reclassification under the new Agreement shall be calculated in accordance with the second table attached.

## Annex VI - B

### System for conversion of existing translators to the new grade structure

**For reference:**

Summary of requirements under the current and new scales, for reference only: (for clarity, the “P” denomination is used here to reflect the new T.I(P.1) to T.5(P.5) grading structure)

	Current requirements (cumulative)	
	Days	Years
T.II	500	3
T.III	2300	12
T.IV	3300	17
R.III	4300	22

	Proposed requirements (cumulative)	
	Days	Years
P.1	0	0
P.2	220	1
P.3	1100	5
P.4	3300	15
P.5	5500	25

**Conversion system:**

For conversion of their personal grades, between 1 January 2013 and 31 December 2013, EXISTING short-term translators WILL map onto the new scale as follows, where x = the number of days completed as a short-term translator in the system since the starting day of the first contract as a short-term translator in the system, and y = total number of days worked at R.III (where applicable):

Current grade	Default conversion		Conversion to be claimed by translator, where he/she meets conditions	
	Automatically converted by default to:	Carrying forward the following number of days towards next reclassification:	Is entitled to claim conversion to:	Carrying forward the following number of days towards next reclassification:
<b>T.I</b>	<b>P.1</b>	x	<b>P-2</b> , if $x > 220$	$(x - 220)$
<b>T.II</b>	<b>P.2</b>	$(x - 220)$	<b>P-3</b> , if $x > 1,100$	$(x - 1,100)$
<b>T.III</b>	<b>P.3</b>	$(x - 1,100)$	N/A	N/A
<b>T.IV</b>	<b>P.4</b>	$(x - 3,300)$	N/A	N/A
<b>R.III</b>	<b>P.4</b>	$(1,000 + y)$	<b>P-5</b> , if $y > 1,200$	N/A

...

Chief Executives Board for Coordination

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14 December 2012

**CEB Circular**  
**(referred to in Agreement, Annex III, paragraph H.25)**  
**on implementation of the non-regression principle**  
**under paragraph 47 of the CEB-AITC Agreement**

**Introduction**

Paragraph 47 of the CEB-AITC 2012 Agreement provides:

*47. The rates derived under the methodology established in the "1991 CEB/AITC Agreement" will remain in force until the entry into force of the new Agreement on 1 January 2013. The rate or rates in force as at 31 December 2012 will remain frozen until the application of the methodology set out in annex III results in an increase in the rates payable, as applicable.*

This non-regression principle aims to ensure that a short-term translator who was employed by one of the organizations applying the existing 1991 Agreement will retain his/her pay level under the new Agreement once it enters into force on 1 January 2013 (the 2013 Agreement).

To the extent that the methodology for determining daily rates under the two agreements is different, as is the grading structure of free-lance translators, the implementation of the non-regression in the transition from the 1991 Agreement to the 2013 Agreement requires the definition of the following implementation parameters.

### **Scope of non-regression under paragraph 47 of the Agreement**

Non-regression will be applied to any translator who:

- was employed by any of the organizations applying the 1991 Agreement during the period 1 January 2012 to 31 December 2012; this period may be extended to 1 January 2011 where a translator did not work in 2012 due to certificated serious illness or accident affecting the translator's work capacity or due to parental responsibilities in respect of a newborn or adopted child;

and

- had a formally declared professional domicile as at 1 December 2012 in a duty station for which local rates were applied under the 1991 Agreement.

Non-regression will be applied in respect of the daily and monthly rates applicable at the declared professional domicile of the translator as at 31 December 2012 for as long as the translator remains in the same professional domicile, until such time as the new methodology generates a higher rate or the translator is reclassified to a higher grade, whichever occurs first.

In the case of translators whose professional domicile is in one of the Headquarters duty stations, the comparison will be between the relevant local rate applicable for that duty station on 31 December 2012 and the corresponding Headquarters rate under the 2013 Agreement. In the case of translators with a professional domicile in another duty station, the comparison will be between the local rate applicable for that duty station on 31 December 2012 and the World rate under the 2013 Agreement.

With respect to translators employed outside of their professional domicile, non-regression will be applied in respect of the non-local daily and monthly rates applicable on 31 December 2012 until such time as the World Rate under the 2013 Agreement generates a higher rate or the translator is reclassified to a higher grade, whichever occurs first.

Non-regression does not apply to off-site rates (which were not regulated by the 1991 AITC Agreement).<sup>1</sup>

### **Components of a short-term translator's pay**

- (i) The net base salary, determined from the UN salary scale for the Professional and higher categories:
  - Under the 1991 Agreement, daily salaries are calculated by dividing the annual salary at single rate by 323 days.
  - Under the 2013 Agreement, daily salaries are calculated by dividing the annual salary at dependency rate by 221 days.
  - Under both Agreements, monthly salaries are calculated by dividing the annual salary (at single rate under the 1991 Agreement and at dependency rate under the 2013 Agreement) by 12 months.

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<sup>1</sup> *Although this excludes any claims based on rates paid under off-site contracts prior to 2013, it does allow for translators who will benefit from non-regression on in-house contracts to make comparable earnings for comparable work on off-site contracts.*

- (ii) The 9 per cent social security element:
  - Under the 1991 Agreement, all translators are paid the social security element, which is calculated as 9 per cent of the base rate (excluding post adjustment).
  - Under paragraph 65 of the new 2013 Agreement<sup>2</sup>, all translators are paid the 9 per cent social security element except those in receipt of pension benefits or for whom the employing organization is already providing contributions.
- (iii) The post adjustment.

### **Mechanism for implementation of the non-regression principle**

The base daily salary under the existing 1991 Agreement (annual salary at single rate, divided by 323) plus the December 2012 post adjustment amount applicable to each duty station with local rates will be rebased to the base salary plus post adjustment under the new 2013 Agreement (annual salary at dependency rate, divided by 221).

No adjustment is required for the monthly rates.

These frozen daily and monthly rates will be published by the United Nations/CEB only for the eight Headquarters duty stations and the World rate.

For local rates in other duty stations, the frozen rates will be published on request by the agencies employing translators on local conditions.

In the latter case, the comparison will be between the frozen local rate and the world rate under the 2013 Agreement.

The social security element (9 per cent of base salary) is excluded from the comparison, given that not all short-term translators are entitled to this element under paragraph 65 of the 2013 Agreement.

For those entitled, the 9 per cent social security element will be calculated on the base rates established as of 1 January 2013 and added to their salary.

The example of a re-basing calculation, as well as of the comparison between the monthly salaries payable under the 1991 and 2013 agreements, are given below for purely illustrative purposes (all figures in US dollars *corresponding to Geneva data as at 1 October 2012*):

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<sup>2</sup> *The remuneration rates for short-term translators are set out in annex III. The rates include a 9 per cent add-on to the base salary rate as a social security element of the compensation package. The 9 per cent add-on is not applied if the employing organization is already providing social security coverage (pension benefits or contributions) in respect of the short-term translator by virtue of the short-term rules of the organization, or if the short-term translator is in receipt of a benefit from any pension scheme of an organization party to this agreement. As detailed in annex III and illustrated in the appendix, the Agreement accordingly provides for schedules of rates with and without the 9% social security element add-on.*



GENEVA		TI	TII	TIII/RI	TIV/RII	RIII
Grade equivalency under 1991 Agreement		P2/1(S)	P3/1(S)	P3/8(S)	Mean P3/8+P4/10(S)	P4/10(S)
(a)	Base	46730.00	56091.00	65488.00	72918.50	80349.00
(b)	Divided by 323	144.67	173.66	202.75	225.75	248.76
(c)	PAM Oct.2012	97.70	97.70	97.70	97.70	97.70
(d)	PA amount	141.35	169.66	198.09	220.56	243.04
(e)	(b) + (d)	286.02	343.32	400.84	446.32	491.80
Daily rate	(e) rebased: x 323 / 221	418.03	501.77	585.84	652.31	718.78
Monthly rate	((a)+ PAM Oct.2012)/12	7698.77	9240.99	10789.15	12013.32	13237.50

		TI	TII	TIII	TIV	TV
Grade equivalency under 2013 Agreement		P1/1(D)	P2/1(D)	P3/1(D)	P4/1(D)	P5/1(D)*
(f)	Base	39439.00	49821.00	60091.00	72467.00	86904.00
(g)	Divided by 221	178.46	225.43	271.90	327.90	393.90
(h)	PAM 12-mth avg (Nov.11-Oct.12)	98.90	98.90	98.90	98.90	98.90
(i)	PA amount	176.49	222.95	268.91	324.30	388.91
Daily rate	(g) + (i)	354.95	448.39	540.82	652.20	782.14
Monthly rate	((f)+PAM 12-mth avg)/12	6537.01	8257.83	9960.08	12011.41	14404.34

Social security element to be added to the rate of eligible officials

Daily	16.06	20.29	24.47	29.51	35.39
Monthly	295.79	373.66	450.68	543.50	651.78

Thus, from 1 January 2013, a TIII/RI short-term translator to whom non-regression is applicable will receive:

- USD 585.84 per working day, compared to USD 540.82 at the new TIII level;
- USD 10789.15 per month, compared to USD 9960.08 at the new TIII level

until such time as the new methodology generates a higher daily rate or the translator is reclassified to a higher grade, whichever occurs first.

The non-regressed amount (the “protected” amount) will be frozen as at 31 December 2012 and will not be subject to adjustment.

Eligible translators will in addition receive the social security element payable under the 2013 Agreement.

All figures will be updated in January 2013 with the methodological parameters prescribed under Annex III of the AITC 2013 Agreement; they may be higher or lower than those shown above.

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\* In accordance with paragraph 35 of the 2013 Agreement, the P5 grade equivalency will only apply in organizations whose grading structure for staff translators include the P5 grade, provided the translator is granted that equivalency in accordance with the provisions of Annex VI B of the 2013 Agreement.

Therefore, non-regression for eligible RIII translators will be implemented by comparison between the RIII rate under the 1991 Agreement and the TIV grade under the 2013 Agreement.

# APPENDIX

## Parameters upon which the compensation model is built:

- 221 is the NUMBER of UN WORKING DAYS. Rates derived from the UN Professional category annual salary scale on 221 compression, already COVER for 365-calendar, namely for weekends, UN holidays and annual leave days in the calendar year)

Days /year	Annual leave	UN holiday	Weekends/ year	Calendar days without annual leave and UN holidays	UN Workdays/year
365	30	10	104	325	221

- Compression of the salary scale for the staff in the P category of the UN system (P-1/1 to P-5/1)

GradeStep	NET single	NET dep	Gross
P-1/1	37,202	39,439	46,399
P-2/1	46,730	49,821	59,267
P-3/1	56,091	60,091	72,267
P-4/1	67,483	72,467	87,933
P-5/1	80,734	86,904	106,718

- Social Security component of 9% is added to the base salary (the annual salary compression into 221)

- Using POST ADJUSTMENT to build the scheme from the UN salary scale-derived Bases rates

hence modelling the UN compensation scheme for UN Professional category staff, hence replacing Cost-of-Living and currency exchange adjustment mechanisms for a transparent, all-inclusive and non-contentious system PAM used are average of annual PAMs for each Duty station (12-month rolling average, mid-month value).

### PAMs of H Duty stations including 12-month average (Jan 2012 to Dec 2012)

Duty Station	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Average
Geneva	96.5%	101.6%	106.2%	104.1%	104.1%	92.9%	92.6%	90.0%	94.2%	97.7%	99.40%	100.20%	98.3%
London	77.7%	80.5%	81.8%	82.6%	86.4%	79.3%	78.7%	80.5%	82.1%	85.9%	85.30%	87.70%	82.4%
Madrid	45.0%	46.9%	54.6%	53.3%	52.9%	44.4%	44.6%	42.7%	45.7%	49.1%	49.90%	50.30%	48.3%
Montreal	57.2%	59.8%	61.0%	65.6%	68.5%	61.2%	61.1%	65.0%	67.0%	68.0%	66.10%	66.80%	63.9%
New York	65.5%	65.5%	65.5%	65.5%	65.5%	65.5%	65.5%	65.5%	65.5%	65.5%	65.50%	65.50%	65.5%
Paris	56.7%	58.7%	62.0%	68.5%	68.1%	58.6%	58.8%	56.7%	60.1%	63.8%	64.70%	65.10%	61.8%
Rome	52.4%	54.4%	57.6%	63.0%	62.6%	53.5%	53.6%	51.6%	54.9%	58.4%	59.40%	59.70%	56.8%
Vienna	52.6%	54.5%	57.7%	56.4%	59.4%	50.5%	50.6%	48.6%	51.8%	55.3%	56.20%	56.60%	54.2%

- Annual review of rates against new P scale, mid-month value of 12-month rolling averages of PAMs and UNOREs

- Revision in January and July of every year against the P scale (issued every January) to see if there is any move/increase
- Revisions of January and July takes into account the mid-month values of the Post Adjustment multipliers for each one duty station on a 12-month rolling average (same with UNOREs).

- Foreseeable Benefits of this scheme

- Simplicity. Modelled as if staff, well known, transparent, GA-endorsed, stable, predictable, obviates COL/currency exchanges, whilst takes care of equitable pay (*equal pay for equal work principle*) while adapting the UN cost of living differential principle.

- Budget of the UN is mostly in USD, UNORE is a USD-based mechanism, UN Professional salary scale is determined in USD

- Non-regression principle: two applications

- No regression ever, even if PAMs go down
- Actual AITC rates granted to a FLT in 2012 before the coming into force of the new scheme would be observed, if higher

- 1991 Agreement computation methodology parameters (Annex V of the AITC Agreement, Revision 1997)

**Non-local daily rate** is calculated as follows:

**Daily rates** as based on NET S annual salary divided by 323 = **daily base rate**; Daily based rate multiplied by 9% = **social security component**

**Cost of living component** calculated based on weighted average PAM in Argentina, Egypt, Geneva, London, Madrid and Paris.

**Non-local daily rate = daily base rate + social security component + Cost of living component**

The **local daily rates** are calculated exactly as above but instead of Cost of living component the actual post adjustments of the duty stations are used.

*It should be noted that the proposed grade equivalencies will be different from the one currently in place.*

- Parameters/Formulae for Daily and Monthly compensation/rate schedule

**Daily rates:** The annual NET D salary at the corresponding grades at step 1 (base rate or base salary) summed with 9% for soc sec; and summed again with PAM of the base salary (w/o 9%)

The PAM component is calculated as a rolling average of the last 12 post adjustment values corresponding to each duty station. **The (final) daily rate** is this sum divided by 221.

**The monthly rates** are calculated as for the daily (the same summatory) divided by 12 (monthly).

- Rounding:** Only at the end of the calculation process, the rates shall be rounded to the nearest whole figure, both in USD and local currency.

**Salary scale for the Professional and higher categories showing annual gross salaries**

(in United States dollars)

Effective 1 January 2012 until further notice

Level		S T E P S														
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
USG	Gross	189,349														
	Net D	146,044														
	Net S	131,432														
ASG	Gross	172,071														
	Net D	133,950														
	Net S	121,297														
D-2	Gross	141,227	*	*	*	*	*									
	Net D	112,096	144,223	147,221	150,227	153,351	156,476									
	Net S	102,981	114,283	116,471	118,659	120,846	123,033									
D-1	Gross	129,047				*	*	*	*	*						
	Net D	103,204	104,827	106,666	108,500	110,329	112,147									
	Net S	95,394	97,062	98,728	100,388	102,047	103,702	105,349	106,996	108,638						
P-5	Gross	106,718	108,955	111,195	113,430	115,670	117,905	120,147	122,384	124,622	126,860	129,099	131,336	133,575		
	Net D	86,904	88,537	90,172	91,804	93,439	95,071	96,707	98,340	99,974	101,608	103,242	104,875	106,510		
	Net S	80,734	82,186	83,633	85,079	86,524	87,963	89,402	90,838	92,272	93,703	95,132	96,556	97,981		
P-4	Gross	87,933	89,929	91,924	93,919	95,916	97,910	99,908	102,059	104,219	106,377	108,540	110,696	112,856	115,018	117,178
	Net D	72,467	74,044	75,620	77,196	78,774	80,349	81,927	83,503	85,080	86,655	88,234	89,808	91,385	92,963	94,540
	Net S	67,483	68,918	70,354	71,784	73,215	74,645	76,074	77,500	78,924	80,349	81,770	83,191	84,612	86,030	87,447
P-3	Gross	72,267	74,114	75,962	77,808	79,657	81,503	83,348	85,199	87,046	88,892	90,742	92,586	94,437	96,282	98,128
	Net D	60,091	61,550	63,010	64,468	65,929	67,387	68,845	70,307	71,766	73,225	74,686	76,143	77,605	79,063	80,521
	Net S	56,091	57,433	58,777	60,118	61,462	62,803	64,143	65,488	66,828	68,170	69,508	70,847	72,182	73,521	74,859
P-2	Gross	59,267	60,920	62,571	64,225	65,877	67,528	69,182	70,832	72,485	74,139	75,790	77,443			
	Net D	49,821	51,127	52,431	53,738	55,043	56,347	57,654	58,957	60,263	61,570	62,874	64,180			
	Net S	46,730	47,915	49,096	50,279	51,461	52,645	53,847	55,046	56,251	57,452	58,650	59,854			
P-1	Gross	46,399	47,878	49,348	50,891	52,476	54,063	55,653	57,243	58,827	60,415					
	Net D	39,439	40,696	41,946	43,204	44,456	45,710	46,966	48,222	49,473	50,728					
	Net S	37,202	38,359	39,516	40,671	41,827	42,982	44,138	45,280	46,416	47,553					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

\* = The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.

**PAMs of selected Duty stations during 2012 for the CEB-AITC Agreement (compensation)**

Duty Station	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	12-month Average
Geneva	96.5%	101.6%	106.2%	104.1%	104.1%	92.9%	92.6%	90.0%	94.2%	97.7%	99.40%	100.20%	98.3%
London	77.7%	80.5%	81.8%	82.6%	86.4%	79.3%	78.7%	80.5%	82.1%	85.9%	85.30%	87.70%	82.4%
Madrid	45.0%	46.9%	54.6%	53.3%	52.9%	44.4%	44.6%	42.7%	45.7%	49.1%	49.90%	50.30%	48.3%
Montreal	57.2%	59.8%	61.0%	65.6%	68.5%	61.2%	61.1%	65.0%	67.0%	68.0%	66.10%	66.80%	63.9%
New York	65.5%	65.5%	65.5%	65.5%	65.5%	65.5%	65.5%	65.5%	65.5%	65.5%	65.50%	65.50%	65.5%
Paris	56.7%	58.7%	62.0%	68.5%	68.1%	58.6%	58.8%	56.7%	60.1%	63.8%	64.70%	65.10%	61.8%
Rome	52.4%	54.4%	57.6%	63.0%	62.6%	53.5%	53.6%	51.6%	54.9%	58.4%	59.40%	59.70%	56.8%
Vienna	52.6%	54.5%	57.7%	56.4%	59.4%	50.5%	50.6%	48.6%	51.8%	55.3%	56.20%	56.60%	54.2%
Addis Ababa	45.7%	46.8%	46.7%	46.7%	46.7%	46.7%	46.3%	46.3%	46.3%	46.3%	46.4%	46.4%	46.4%
Bangkok	48.7%	48.7%	49.0%	49.0%	49.0%	49.0%	47.6%	47.6%	47.6%	47.6%	50.5%	50.5%	48.7%
Beirut	55.5%	55.5%	55.5%	55.5%	55.5%	55.5%	55.5%	55.5%	55.5%	55.5%	55.5%	55.5%	55.5%
Nairobi	35.3%	35.3%	44.3%	44.3%	44.3%	44.3%	43.2%	43.2%	43.2%	43.2%	43.1%	43.1%	42.2%
Santiago	53.90%	53.90%	55.7%	55.7%	55.7%	55.7%	52.6%	52.6%	52.6%	52.6%	48.4%	48.4%	53.2%
<b>Global Average</b>	<b>57.1%</b>	<b>58.6%</b>	<b>61.4%</b>	<b>62.3%</b>	<b>63.0%</b>	<b>58.2%</b>	<b>57.7%</b>	<b>57.4%</b>	<b>59.0%</b>	<b>60.7%</b>	<b>60.8%</b>	<b>61.2%</b>	<b>59.8%</b>

**UNORE of selected Duty stations during 2012**

Currency	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	12-month Average
Swiss Franc	0.945	0.919	0.897	0.907	0.907	0.964	0.966	0.980	0.957	0.939	0.930	0.926	0.936
Pound Sterling	0.648	0.637	0.632	0.629	0.615	0.642	0.644	0.637	0.631	0.617	0.619	0.623	0.631
Euro	0.774	0.763	0.746	0.753	0.755	0.805	0.804	0.816	0.797	0.777	0.772	0.770	0.778
Canadian Dollar	1.024	1.005	0.997	1.000	0.981	1.030	1.031	1.004	0.991	0.984	0.997	0.992	1.003

The UN Operational Rate of exchange is the UN-wide official exchange rate system reported in the UNJSPF official website:

[http://www.unjspf.org/UNJSPF\\_Web/page.jsp?role=part&page=ExchangeRates&lang=eng](http://www.unjspf.org/UNJSPF_Web/page.jsp?role=part&page=ExchangeRates&lang=eng)

## Base and Pay rates derived from the UN professional salary scale (USD) + PAMs

Calculations below are based on the UN professional salary scale effective 1 January 2012 and the 12-month average mid-month values of the PAMs and UNOREs covering January 2012 through December 2012 period)

### Aggregate rates (in USD only) as of January 2013

#### DAILY schedule/221

United Nations Grade/step	New York		Geneva		Vienna		London		Madrid		Montreal		Paris		Rome		World	
	with Social Security	no Social Security	with Social Security	no Social Security	with Social Security	no Social Security	with Social Security	no Social Security	with Social Security	no Social Security	with Social Security	no Social Security	with Social Security	no Social Security	with Social Security	no Social Security	with Social Security	no Social Security
T-1/P-1/1	311.4	295.3	369.9	353.9	291.2	275.2	341.5	325.5	280.7	264.6	308.6	292.6	304.8	288.8	295.8	279.7	301.2	285.1
T-2/P-2/1	393.4	373.1	467.3	447.0	368.0	347.6	431.4	411.1	354.6	334.3	389.9	369.6	385.1	364.8	373.7	353.4	380.5	360.2
T-3/P-3/1	474.5	450.0	563.6	539.2	443.5	419.2	520.4	495.9	427.7	403.2	470.2	445.8	464.5	440.0	450.7	426.2	458.9	434.5
T-4/P-4/1	572.2	542.7	679.7	650.2	535.0	505.6	627.5	598.0	515.7	486.2	567.1	537.6	560.1	530.6	543.5	514.0	553.5	523.9
T-5/P-5/1	686.2	650.8	815.1	779.7	641.5	606.3	752.5	717.2	618.5	583.1	680.1	644.7	671.7	636.3	651.8	616.4	663.7	628.3

#### MONTHLY schedule/12 months

United Nations Grade/step	New York		Geneva		Vienna		London		Madrid		Montreal		Paris		Rome		World	
	with Social Security	no Social Security	with Social Security	no Social Security	with Social Security	no Social Security	with Social Security	no Social Security	with Social Security	no Social Security	with Social Security	no Social Security	with Social Security	no Social Security	with Social Security	no Social Security	with Social Security	no Social Security
T-1/P-1/1	5,735.1	5,439.3	6,812.8	6,517.0	5,363.2	5,067.4	6,289.7	5,993.9	5,169.2	4,873.5	5,683.9	5,388.1	5,614.0	5,318.2	5,447.8	5,152.0	5,547.3	5,251.5
T-2/P-2/1	7,244.8	6,871.1	8,606.2	8,232.6	6,775.0	6,401.3	7,945.4	7,571.8	6,530.0	6,156.4	7,180.1	6,806.4	7,091.9	6,718.2	6,881.9	6,508.2	7,007.5	6,633.9
T-3/P-3/1	8,738.2	8,287.6	10,380.3	9,929.6	8,171.5	7,720.9	9,583.3	9,132.6	7,876.1	7,425.4	8,660.2	8,209.5	8,553.8	8,103.1	8,300.5	7,849.8	8,452.1	8,001.4
T-4/P-4/1	10,537.9	9,994.4	12,518.2	11,974.7	9,854.5	9,311.0	11,557.0	11,013.5	9,498.2	8,954.7	10,443.8	9,900.3	10,315.5	9,772.0	10,010.0	9,466.5	10,192.8	9,649.3
T-5/P-5/1	12,637.3	11,985.5	15,012.1	14,360.3	11,817.7	11,166.0	13,859.4	13,207.6	11,390.5	10,738.7	12,524.4	11,872.7	12,370.5	11,718.8	12,004.2	11,352.4	12,223.4	11,571.6

\* Average PAM of all duty stations; \*\*Average PAM of 8 HQ plus 4 Regional Commissions and Nairobi

#### UNORE, average annual rates

January 2012 through December 2012

Currency	Exchange Rate*
Swiss Franc	0.936
Pound Sterling	0.631
Euro	0.778
Canadian Dollar	1.003

The UN Operational Rate of exchange is the UN-wide official exchange rate system reported in the UNJSPF official website:  
[http://www.unjspf.org/UNJSPF\\_Web/page.jsp?role=part&page=ExchangeRates&lang=eng](http://www.unjspf.org/UNJSPF_Web/page.jsp?role=part&page=ExchangeRates&lang=eng)

## Base and Pay rates derived from the UN professional salary scale (USD) + PAMs

(Calculations below are based on the [NET Dependency rate](#) of the UN professional salary scale effective 1 January 2012 and the 12-month average mid-month values of the PAMs and Unores covering January 2012 through December 2012 period)

### WORLD RATES\* as of January 2013

[8 HQ duty stations (NY, Montreal, London Geneva, Paris, Madrid, Rome, Vienna) plus 4 Regional Commissions (Addis Ababa, Bangkok, Beirut, Santiago) and Nairobi]

12-month Average\* PAM =

**59.8%**

Social Security =

**9%**

United Nations Grade/step	NET D salary	9% Social Security	PAM 12-month avg (Jan-12/Dec-12)	Daily rate including 9% ( / 221 days)	Daily rate excluding 9% ( / 221 days)	Monthly rate including 9% ( / 12 months)	Monthly rate excluding 9% ( / 12 months)
T-1/P-1/1	39,439.00	3,549.51	23,578.71	301.21	285.15	5,547.27	5,251.48
T-2/P-2/1	49,821.00	4,483.89	29,785.61	380.50	360.21	7,007.54	6,633.88
T-3/P-3/1	60,091.00	5,408.19	35,925.56	458.94	434.46	8,452.06	8,001.38
T-4/P-4/1	72,467.00	6,522.03	43,324.58	553.46	523.94	10,192.80	9,649.30
T-5/P-5/1	86,904.00	7,821.36	51,955.78	663.72	628.32	12,223.43	11,571.65

### UNORE, average annual rates

January 2012 through December 2012

Currency	Exchange Rate*
Swiss Franc	0.936
Pound Sterling	0.631
Euro	0.778
Canadian Dollar	1.003

The UN Operational Rate of exchange is the UN-wide official exchange rate system reported in the UNJSPF official website:

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## Base and Pay rates derived from the UN professional salary scale (USD) + PAMs

(Calculations below are based on the [NET Dependency rate](#) of the UN professional salary scale effective 1 January 2012 and the 12-month average values of the PAMs and Unores covering January 2012 through December 2012 period)

### NEW YORK RATES as of January 2013

#### NET Dependency rate

12-month Avg. PAM for **New York** = 65.5%      Social Security = 9%

United Nations Grade/step	NET D salary	Social Security	PAM 12-month avg (Jan-12/Dec-12)	Daily rate including 9% ( / 221 days)	Daily rate excluding 9% ( / 221 days)	Monthly rate including 9% ( / 12 months)	Monthly rate excluding 9% ( / 12 months)
T-1/P-1/1	39,439.00	3,549.51	25,832.55	311.41	295.35	5,735.09	5,439.30
T-2/P-2/1	49,821.00	4,483.89	32,632.76	393.38	373.09	7,244.80	6,871.15
T-3/P-3/1	60,091.00	5,408.19	39,359.61	474.47	450.00	8,738.23	8,287.55
T-4/P-4/1	72,467.00	6,522.03	47,465.89	572.19	542.68	10,537.91	9,994.41
T-5/P-5/1	86,904.00	7,821.36	56,922.12	686.19	650.80	12,637.29	11,985.51

#### UNORE, average annual rates

January 2012 through December 2012

Currency	Exchange Rate*
Swiss Franc	0.631
Pound Sterling	0.778
Euro	1.003
Canadian Dollar	0.000

The UN Operational Rate of exchange is the UN-wide official exchange rate system reported in the UNJSPF official website:

[http://www.unjspf.org/UNJSPF\\_Web/page.jsp?role=part&page=ExchangeRates&lang=eng](http://www.unjspf.org/UNJSPF_Web/page.jsp?role=part&page=ExchangeRates&lang=eng)

## Base and Pay rates derived from the UN professional salary scale (USD) + PAMs

(Calculations below are based on the [NET Dependency rate](#) of the UN professional salary scale effective 1 January 2012 and the 12-month average mid-month values of the PAMs and Unores covering January 2012 through December 2012 period)

### GENEVA RATES as of January 2013

#### NET Dependency rate

12-month Avg. PAM for Geneva =

**98.3%**

Social Security =

**9%**

United Nations Grade/step	NET D salary	Social Security	PAM 12-month avg (Jan-12/Dec-12)	Daily rate including 9% ( / 221 days)	Daily rate excluding 9% ( / 221 days)	Monthly rate including 9% ( / 12 months)	Monthly rate excluding 9% ( / 12 months)
T-1/P-1/1	39,439.00	3,549.51	38,765.25	369.93	353.87	6,812.81	6,517.02
T-2/P-2/1	49,821.00	4,483.89	48,969.89	467.31	447.02	8,606.23	8,232.57
T-3/P-3/1	60,091.00	5,408.19	59,064.45	563.64	539.16	10,380.30	9,929.62
T-4/P-4/1	72,467.00	6,522.03	71,229.02	679.72	650.21	12,518.17	11,974.67
T-5/P-5/1	86,904.00	7,821.36	85,419.39	815.13	779.74	15,012.06	14,360.28

#### UNORE, average annual rates

January 2012 through December 2012

Currency	Exchange Rate*
Swiss Franc	0.631
Pound Sterling	0.778
Euro	1.003
Canadian Dollar	0.000

The UN Operational Rate of exchange is the UN-wide official exchange rate system reported in the UNJSPF official website:

[http://www.unjspf.org/UNJSPF\\_Web/page.jsp?role=part&page=ExchangeRates&lang=eng](http://www.unjspf.org/UNJSPF_Web/page.jsp?role=part&page=ExchangeRates&lang=eng)



## Base and Pay rates derived from the UN professional salary scale (USD) + PAMs

(Calculations below are based on the [NET Dependency rate](#) of the UN professional salary scale effective 1 January 2012 and the 12-month average mid-month values of the PAMs and Unores covering January 2012 through December 2012 period)

### LONDON RATES as of January 2013

#### NET Dependency rate

12-month Avg. PAM for London =

**82.4%**

Social Security =

**9%**

United Nations Grade/step	NET D salary	Social Security	PAM 12-month avg (Jan-12/Dec-12)	Daily rate including 9% (/ 221 days)	Daily rate excluding 9% (/ 221 days)	Monthly rate including 9% (/ 12 months)	Monthly rate excluding 9% (/ 12 months)
T-1/P-1/1	39,439.00	3,549.51	32,487.88	341.52	325.46	6,289.70	5,993.91
T-2/P-2/1	49,821.00	4,483.89	41,040.05	431.43	411.14	7,945.41	7,571.75
T-3/P-3/1	60,091.00	5,408.19	49,499.96	520.36	495.89	9,583.26	9,132.58
T-4/P-4/1	72,467.00	6,522.03	59,694.69	627.53	598.02	11,556.98	11,013.47
T-5/P-5/1	86,904.00	7,821.36	71,587.17	752.55	717.15	13,859.38	13,207.60

#### UNORE, average annual rates

January 2012 through December 2012

Currency	Exchange Rate*
Swiss Franc	0.631
Pound Sterling	0.778
Euro	1.003
Canadian Dollar	0.000

The UN Operational Rate of exchange is the UN-wide official exchange rate system reported in the UNJSPF official website:

[http://www.unjspf.org/UNJSPF\\_Web/page.jsp?role=part&page=ExchangeRates&lang=eng](http://www.unjspf.org/UNJSPF_Web/page.jsp?role=part&page=ExchangeRates&lang=eng)

## Base and Pay rates derived from the UN professional salary scale (USD) + PAMs

(Calculations below are based on the [NET Dependency rate](#) of the UN professional salary scale effective 1 January 2012 and the 12-month average mid-month values of the PAMs and Unores covering January 2012 through December 2012 period)

### MADRID RATES\* as of January 2013

#### NET Dependency rate

12-month Avg. PAM for **Madrid** =

**48.3%**

Social Security =

**9%**

United Nations Grade/step	NET D salary	9% Social Security	PAM 12-month avg (Jan-12/Dec-12)	Daily rate including 9% ( / 221 days)	Daily rate excluding 9% ( / 221 days)	Monthly rate including 9% ( / 12 months)	Monthly rate excluding 9% ( / 12 months)
T-1/P-1/1	39,439.00	3,549.51	19,042.46	280.68	264.62	5,169.25	4,873.46
T-2/P-2/1	49,821.00	4,483.89	24,055.24	354.57	334.28	6,530.01	6,156.35
T-3/P-3/1	60,091.00	5,408.19	29,013.94	427.66	403.19	7,876.09	7,425.41
T-4/P-4/1	72,467.00	6,522.03	34,989.48	515.74	486.23	9,498.21	8,954.71
T-5/P-5/1	86,904.00	7,821.36	41,960.15	618.49	583.10	11,390.46	10,738.68

#### UNORE, average annual rates

January 2012 through December 2012

Currency	Exchange Rate*
Swiss Franc	0.936
Pound Sterling	0.631
Euro	0.778
Canadian Dollar	1.003

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## Base and Pay rates derived from the UN professional salary scale (USD) + PAMs

(Calculations below are based on the [NET Dependency rate](#) of the UN professional salary scale effective 1 January 2012 and the 12-month average mid-month values of the PAMs and Unores covering January 2012 through December 2012 period)

### MONTREAL RATES\* as of January 2013

#### NET Dependency rate

12-month Avg. PAM for **Montreal** =

**63.9%**

Social Security =

**9%**

United Nations Grade/step	NET D salary	9% Social Security	PAM 12-month avg (Jan-12/Dec-12)	Daily rate including 9% ( / 221 days)	Daily rate excluding 9% ( / 221 days)	Monthly rate including 9% ( / 12 months)	Monthly rate excluding 9% ( / 12 months)
T-1/P-1/1	39,439.00	3,549.51	25,217.95	308.63	292.57	5,683.87	5,388.08
T-2/P-2/1	49,821.00	4,483.89	31,856.38	389.87	369.58	7,180.11	6,806.45
T-3/P-3/1	60,091.00	5,408.19	38,423.19	470.24	445.77	8,660.20	8,209.52
T-4/P-4/1	72,467.00	6,522.03	46,336.61	567.08	537.57	10,443.80	9,900.30
T-5/P-5/1	86,904.00	7,821.36	55,567.87	680.06	644.67	12,524.44	11,872.66

#### UNORE, average annual rates

January 2012 through December 2012

Currency	Exchange Rate*
Swiss Franc	0.936
Pound Sterling	0.631
Euro	0.778
Canadian Dollar	1.003

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## Base and Pay rates derived from the UN professional salary scale (USD) + PAMs

(Calculations below are based on the [NET Dependency rate](#) of the UN professional salary scale effective 1 January 2012 and the 12-month average mid-month values of the PAMs and Unores covering January 2012 through December 2012 period)

*PARIS RATES\* as of January 2013*

### NET Dependency rate

12-month Avg. PAM for Paris =

**61.8%**

Social Security =

**9%**

United Nations Grade/step	NET D salary	Social Security	PAM 12-month avg (Jan-12/Dec-12)	Daily rate including 9% ( / 221 days)	Daily rate excluding 9% ( / 221 days)	Monthly rate including 9% ( / 12 months)	Monthly rate excluding 9% ( / 12 months)
T-1/P-1/1	39,439.00	3,549.51	24,379.88	304.83	288.77	5,614.03	5,318.24
T-2/P-2/1	49,821.00	4,483.89	30,797.68	385.08	364.79	7,091.88	6,718.22
T-3/P-3/1	60,091.00	5,408.19	37,146.25	464.46	439.99	8,553.79	8,103.10
T-4/P-4/1	72,467.00	6,522.03	44,796.68	560.12	530.60	10,315.48	9,771.97
T-5/P-5/1	86,904.00	7,821.36	53,721.16	671.70	636.31	12,370.54	11,718.76

### UNORE, average annual rates

*January 2012 through December 2012*

Currency	Exchange Rate*
Swiss Franc	0.631
Pound Sterling	0.778
Euro	1.003
Canadian Dollar	0.000

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## Base and Pay rates derived from the UN professional salary scale (USD) + PAMs

(Calculations below are based on the [NET Dependency rate](#) of the UN professional salary scale effective 1 January 2012 and the 12-month average mid-month values of the PAMs and Unores covering January 2012 through December 2012 period)

### ROME RATES\* as of January 2013

#### NET Dependency rate

12-month Avg. PAM for Rome =

56.8%

Social Security =

9%

United Nations Grade/step	NET D salary	Social Security	PAM 12-month avg (Jan-12/Dec-12)	Daily rate including 9% ( / 221 days)	Daily rate excluding 9% ( / 221 days)	Monthly rate including 9% ( / 12 months)	Monthly rate excluding 9% ( / 12 months)
T-1/P-1/1	39,439.00	3,549.51	22,384.92	295.81	279.75	5,447.79	5,151.99
T-2/P-2/1	49,821.00	4,483.89	28,277.57	373.68	353.39	6,881.87	6,508.21
T-3/P-3/1	60,091.00	5,408.19	34,106.65	450.71	426.23	8,300.49	7,849.80
T-4/P-4/1	72,467.00	6,522.03	41,131.06	543.53	514.02	10,010.01	9,466.51
T-5/P-5/1	86,904.00	7,821.36	49,325.26	651.81	616.42	12,004.22	11,352.44

#### UNORE, average annual rates

January 2012 through December 2012

Currency	Exchange Rate*
Swiss Franc	0.631
Pound Sterling	0.778
Euro	1.003
Canadian Dollar	0.000

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[http://www.unjspf.org/UNJSPF\\_Web/page.jsp?role=part&page=ExchangeRates&lang=eng](http://www.unjspf.org/UNJSPF_Web/page.jsp?role=part&page=ExchangeRates&lang=eng)

## Base and Pay rates derived from the UN professional salary scale (USD) + PAMs

(Calculations below are based on the [NET Dependency rate](#) of the UN professional salary scale effective 1 January 2012 and the 12-month average mid-month values of the PAMs and Unores covering January 2012 through December 2012 period)

### VIENNA RATES as of January 2013

#### NET Dependency rate

12-month Avg. PAM for Vienna =

**54.2%**

Social Security =

**9%**

United Nations Grade/step	NET D salary	Social Security	PAM 12-month avg (Jan-12/Dec-12)	Daily rate including 9% ( / 221 days)	Daily rate excluding 9% ( / 221 days)	Monthly rate including 9% ( / 12 months)	Monthly rate excluding 9% ( / 12 months)
T-1/P-1/1	39,439.00	3,549.51	21,369.36	291.21	275.15	5,363.16	5,067.36
T-2/P-2/1	49,821.00	4,483.89	26,994.68	368.00	347.58	6,774.96	6,401.31
T-3/P-3/1	60,091.00	5,408.19	32,559.31	443.50	419.23	8,171.54	7,720.86
T-4/P-4/1	72,467.00	6,522.03	39,265.04	535.00	505.57	9,854.51	9,311.00
T-5/P-5/1	86,904.00	7,821.36	47,087.48	641.50	606.30	11,817.74	11,165.96

#### UNORE, average annual rates

January 2012 through December 2012

Currency	Exchange Rate*
Swiss Franc	0.631
Pound Sterling	0.778
Euro	1.003
Canadian Dollar	0.000

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[http://www.unjspf.org/UNJSPF\\_Web/page.jsp?role=part&page=ExchangeRates&lang=eng](http://www.unjspf.org/UNJSPF_Web/page.jsp?role=part&page=ExchangeRates&lang=eng)