Staff Regulations of the European Centre for Medium-Range Weather Forecasts

TABLE OF AMENDMENTS

Version[1]	Amendment	Date
1	"Head of Department" replaced by "Director of Department" (ECMWF/C/73(10)D Corr. 1, para. 6); footnotes about titles "Director-General" and "Financial Controller" updated (Preamble para. 4 and Article 1(6)); document version number and table of amendments introduced.	August 2011
2	Revision of Annex I – Monthly basic salaries and other elements of remuneration and Annex V – Regulations on the indemnity for loss of job, following Council's decisions at its 76th session (December 2011). Annual update of Annex III – Rules for allowances for staff travelling on duty.	December 2011
3	Amendment of IPR implementing instructions (Article 2, paragraphs 6 and 7). The amended instructions will also be implemented in standard contracts for consultants. See Memo from DG dated 16 March 2012. Article 17 I, para. 5: ", except if such items are included in a possible lump sum payment as defined in paragraph 8" deleted from end of sentence; redundant reference to para. 7 of the 164th CCR report, which gave the Council to option to choose the basis for reimbursement. Implementing instruction 4.2 moved to correct position.	April 2012
4	Amendments to Article 18, rules for expatriation allowance for staff recruited on or after 1 July 2012, adopted by the Council at its 77th session; see document ECMWF/C/77(12)9 Annex.	June 2012
4.1	Revision of Annex I – Monthly basic salaries and other elements of remuneration. Annual update of Annex III – Rules for allowances for staff travelling on duty.	January 2013

[1] Version numbers introduced August 2011. Policy and editorial amendments result in the whole number being increased by 1. Annual updates to salary and allowances tables and spelling corrections result in the decimal number being increased by 1.

Version[1]	Amendment	Date
5	In December 2012, the Council approved the new Integrated Staff Regulations which are applicable from 1 July 2013, as agreed by the Finance Committee in April 2013. Please refer to document ECMWF/C/78(12)7 Annex 2 of the 78th Council session for more information on all the approved changes.	May 2013
6	Article 5.11 added, and Articles 5, 9.1, 9.4, 35.10 amended, following a decision by the Finance Committee (92nd session) to adopt the changes proposed in document ECMWF/FC/92(13)12 to implement Council's decisions (December 2012) to increase the pension age to 63 for new staff members and to introduce a statutory age limit of 65 with effect from 1 July 2013. Article 4(8) amended to allow the Director-General to recruit staff members for positions up to grade A4 from non-Member States in exceptional cases if there is a justified need. (ECMWF/C/79(13)D). "Personnel Section" replaced by "Human Resources Section"	July 2013
7	Implementing instruction 16.3, Article 20, Annex III A and Annex V amended following decision by Council at its 80th session (December 2013) to adopt the changes proposed in document ECMWF/C/80(13)8. See ECMWF/C/80(13)M Rev.1, para. 92. Annual update of Annex I – Monthly basic salaries and other elements of remuneration Annual update of Annex III – Rules for allowances for staff travelling on duty (daily subsistence allowance rates and rates for kilometric allowance)	February 2014
8	Article 9 and Implementing instruction 5.5 amended following decision by Council at its 80th session (December 2013) to adopt the changes in the Staff Regulations that would be necessary to increase to 63 the retirement age of staff members affiliated to the Funded Pension Scheme between 1 January 2003 and 30 June 2013. This measure was implemented on 1 April 2014.	July 2014

Version[1]	Amendment	Date
9	Article 19 amended following adoption by Council of 229th CCR report concerning the review of installation allowance (see ECMWF/C/84(14)D, para. 12). Annex I on monthly basic salaries and other elements of remuneration amended following adoption by Council of 231st CCR report in December 2014 (see ECMWF/C/84(14)D, para. 12). Annex III updated following adoption by Council of 227th and 228th CCR reports on the Rules for allowances for staff travelling on duty (daily subsistence allowance rates and rates for kilometric allowance) (see ECMWF/C/84(14)D, para. 13).	January 2015
10	Article 2.4 amended following decision by Council at its 85th session (see ECMWF/C/85(15)M, para. 42 and document ECMWF/C/85(15)11).	July 2015
11	Implementing instruction added to Article 27 to provide guidance for situations when staff move from core positions to project positions. (See memo from the Director-General dated 15 September 2015).	October 2015
12	Annex I on monthly basic salaries and other elements of remuneration amended following adoption by Council of 237th CCR report in December 2015 (see ECMWF/C/86(15)M, para. 125). Footnote added to Article 19 referring to 229th Report (adopted by Council in December 2014) with ceilings of expenditure for installation allowance valid for three years, from 1 January 2015. Footnote added to Annex III– Daily subsistence allowance (DSA) referring to 228th Report (adopted by Council in December 2014) with DSA rates valid from 1 January 2015 for three years. Footnote added to Annex III– Kilometric allowance referring to 227th Report (adopted by Council in December 2014) with Kilometric allowance rates valid from 1 January 2015 for three years.	December 2015

Version[1]	Amendment	Date
13	Introduction of new family allowances for new staff taking up duties on or after 1 January 2017. Articles 14, 15, 16, 17, 20, 23, 25, 34 and Annexes I, II, V, IX amended following the adoption by Council of the 238th, 239th, 240th, 241st and 242nd CCR Reports at its 87th session in June 2016 (See minutes ECMWF/C/87(16)M, para.135 and document ECMWF/C/87(16)11).	September 2016
14	Annex I on monthly basic salaries and other elements of remuneration amended following adoption by Council of 243rd, 245th and 246th CCR reports in December 2016 (see ECMWF/C/88(16)M, paras 68 and 72). Section C added to Annex I with new basic family allowance rates, applicable to staff recruited on or after 1 January 2017.	January 2017
15	Article 39 and Annex VII - Conditions of appeal and rules of procedure for the Appeals Board - amended following decision by Council at its 90th session (see ECMWF/C/90(17)M, para.27 and document ECMWF/C/90(17)9).	July 2017
16	Confirmation of removal of footnote in Article 4.8 as discussed at the 101st session of the Finance Committee (see minutes ECMWF/FC/101(17)M, paras 121-123). Annex I on monthly basic salaries and other elements of remuneration amended following adoption by Council of 250th and 251st CCR reports in December 2017 (see minutes ECMWF/C/91(17)M paras 160 and 162). Annex III updated following adoption by Council of 252nd CCR report on the review of the daily subsistence allowance rate at 1 January 2018 (see ECMWF/C/91(17)M, para.160). Ceilings of installation allowance revised in Articles 19.3 and 19.4 following adoption by Council of 253rd CCR report (see ECMWF/C/91(17)M, para.160).	January 2018

Version[1]	Amendment	Date
17	• Amendments to Annex III(A)(V) – Required due to implementation of the Enterprise Resource Planning • Amendments to Articles 2(4), 5(3), 5(4), 14(4), 19(1), 19(3), 19(4), 23(1)(a), 25(1), 25(4), 30(1), Annex I, Annex II (Article 4) – Required due to the relocation of the data centre to Bologna, Italy • Amendments to Articles 3(2), 9(2), 10(b), 19(7), 19(9), 28, Annex VII + throughout document: ("Article(s)", "Applicable to STF-PS, subject to Article 14.12") Following decision by Council at its 92nd session (see ECMWF/C/92(18)M, para.39 and document ECMWF/C/92(18)8)). Implementing instruction added to Article 17.1, following memo by the Director-General dated 11 July 2018.	July 2018
18	Annex I on monthly basic salaries and other elements of remuneration amended following adoption by Council of 257th and 258th CCR reports in December 2018 (see minutes ECMWF/C/93(18)M paras 102 and 103). Amendments to Articles 9(2), 28, 39(2), Annex III and Annex VII, following decision by Council at its 93rd session (see ECMWF/93(18)16 Annexes B&C) and ECMWF/93(18)M para. 106). Note: Amendments proposed in Annex A of ECMWF/93(18)16 will be dealt with in a separate policy.	January 2019
19	Article 35.3 deleted and Article 35 bis introduced following Council's decision at its 94th session in June 2019 (see ECMWF/C/94(19)M para. 57 and document ECMWF/C/94(19)14). Following Council's decision at its 95th session in December 2019 (see document ECMWF/C/95(19)M and document ECMWF/C/95(19)24): • Amendment to Article 36, adding references to introduce special leave required for the adoption of a child. • Amendment to Article 14 bis of the Staff Regulations to modernise the definition of registered partnership to fully reflect the Centre's Equal Opportunities Policy.	January 2020

Version[1]	Amendment	Date
	Annex I on monthly basic salaries and other elements of remuneration amended following Council's adoption of 264th and 265th CCR reports in December 2019 (see minutes ECMWF/C/95(19)M para. 174).	
20	Articles 14 and 36 amended following Council's decision at its 98th session in December 2020 (see ECMWF/C/98(20)M para. 103 and document ECMWF/C/98(20)13.) - Reclaiming of wrongful payments and periods of limitation, introduction of paternity leave and unpaid leave following maternity, adoption leave. Annex I on monthly basic salaries and other elements of remuneration amended following Council's adoption of 272nd and 273rd CCR reports in December 2020 (see minutes ECMWF/C/98(20)M para. 99) and Council's selection of Bonn, Germany as ECMWF new facility to host EU funded projects. Annex III updated following adoption by Council of 274th CCR report on the review of the daily subsistence allowance rate at 1 January 2021 (see ECMWF/C/98(20)M, para.99). Ceilings of installation allowance revised in Articles 19.3 and 19.4 following adoption by Council of 275th CCR report (see ECMWF/C/98(20)M para. 97).	January 2021
20.1	Annex I amended to include annual adjustment of the allowances/supplements expressed in absolute value specific to ECMWF.	February 2021
21	Article 17 amended following the adoption of the 276th Report by Council at its 100th session in June 2021 (see ECMWF/C/100(21)M para. 115 and ECMWF/100(21)16) - Education allowance.	October 2021
22	Article 4.2 amended following Council's decision at its 102nd session in December 2021 (see ECMWF/C/102(21)M para. 121 and document ECMWF/C/102(21)20 Rev.1.) and revised implementing instruction to Article 4.2. Annex I on monthly basic salaries and other elements of remuneration amended following Council's adoption of 281st and 282nd CCR reports in December 2021 (see minutes ECMWF/C/102(21)M paras. 118 and 119 and document ECMWF/C/102(21)19.	March 2022

Version[1]	Amendment	Date
23	Article 30 – Official holidays and Annex III A.I.(i) – Rules for allowances for staff travelling on duty amended following Council's decision at its 105th session in December 2022 (see ECMWF/C/105(22)M para. 120 and document ECMWF/C/105(20)13). Annex I on monthly basic salaries and other elements of remuneration amended following Council's adoption of 319th and 320th CCR reports in December 2022 (see minutes ECMWF/C/105(22)M para. 116 and document ECMWF/C/105(22)17. Ceilings of installation allowance revised for the UK and Germany at 1 May 2022 following adoption by Council of 309th and 318th CCR reports (see ECMWF/C/98(20)M para. 113 and ECMWF/C/105(22)16).	January 2023
24	Following Council's decision at its 106th session (see minutes ECMWF/C/106(23)M) and document ECMWF/C/106(23)13: Article 36 of the Staff Regulations amended, introducing new paid and unpaid parental leave rules, adding civil duties to the "for personal reasons" category of special leave. Article 22, Article 26 and Annex III of the Staff Regulations amended, clarifying and simplifying the rules pertaining to mission travel. Annex IX of the Staff Regulations on Part-time work amended to allow for part-time recruitment. Implementing Instructions to Article 5 of the Staff Regulations on Contracts amended.	July 2023
25	Following Council's decision at its 107th session (see minutes ECMWF/C/107(23)M and document ECMWF/C/107(23)18): • Article 34 of the Staff Regulations amended to simplify the home leave arrangements • Article 26 amended to provide the basis for simplification of mission travel expenses (possible introduction of lump-sum payment for terminal expenses) • Annex III B I (b) - kilometric allowance regulations - amended	January 2024

Version[1]	Amendment	Date
	• Annex III A.I.(f) amended – Introduction of lump sum payment to cover meals and incidentals in the case of local missions amended. Annex I on monthly basic salaries and other elements of remuneration amended following Council's adoption of 331st, 332nd and 333rd CCR in December 2023 (see minutes ECMWF/C/107(23)M and documents ECMWF/C/107(23)15 and ECMWF/C/107(23)17. Article 19 – Installation allowance amended as ceilings of installation allowance have been revised following adoption by Council of 331st and 335th CCR Reports (see minutes ECMWF/C/107(23)M and ECMWF/C/107(23)15). Footnote added to implementing instruction of Article 17.2, following the adoption of the 336th CCR Report – Adjustment of the ceilings of the Education Allowance at 1 January 2024 (see minutes ECMWF/C/107(23)M and document ECMWF/C/107(23)15).	
26	Following Council's decision at its 109th session (see minutes ECMWF/C/109(24)M and document ECMWF/C/109(24)20), Article 15.A: Household allowance, Article 34: Home leave, Article 26: Mission expenses, Article 38: Disciplinary Board amended. Annex I on monthly basic salaries and other elements of remuneration amended following Council's adoption of 345th and 346th CCR in December 2024 (See minutes ECMWF/C/109(24)M and document ECMWF/C/109(24)18). As explained in the Finance Committee document ECMWF/FC/114(24)4 – Organisation and People, Implementing Instruction to Article 16.3 of the Staff Regulations has been removed to ensure equal treatment of staff across all three duty stations as it was only applicable in the UK. Articles 16.A.3 and 16.B.4 have been updated accordingly.	January 2025

Version[1]	Amendment	Date
27	Following Council decision at its 110th session (see minutes ECMWF/C/110(25)M and document ECMWF/C/110(25)16), Article 2 – Duties and responsibilities, Article 5 – Contracts Article 6 – Assignment, Article 7 – Probation, Article 12 – Separation, Article 25 – Removal expenses, Article 29 – Working hours and absence and Annex V –- Regulations on the indemnity for loss of job amended.	July 2025
28	Following Council's decisions at its 111th session: Article 35.7 amended to improve the definition of "serious illness in the context of sick leave" (see minutes ECMWF/C/111(25)M and document ECMWF/C/111(25)20); Article 28bis amended and Article 28ter added to clarify the entitlement to health insurance cover and to implement a long-term care insurance scheme at ECMWF (see minutes ECMWF/C/111(25)M and document ECMWF/C/111(25)21. Implementing instructions added to Articles 28bis and 28ter; Annex I on monthly basic salaries and other elements of remuneration amended following Council's adoption of 353rd and 354th CCR in December 2025 (See minutes ECMWF/C/111(25)M and document ECMWF/C/111(25)18).	January 2026
29	Following Council's decisions at its 112th session: • Staff Regulations gender-neutralised • Article 16.C et seq amended to replace outdated terminology • Article 12 amended to expand protection during prenatal and postnatal leave • Article 4.6 amended to modernise how Selection Board is constituted and to reflect growth of organisation • Article 36.1 amended to modernize special leave provisions to better reflect contemporary practices and diverse staff circumstances • Article 36.5 amended to clarify beginning of pre- and postnatal leave • Article 17.2 and its implementing instruction amended to clarify education allowance reimbursement rules	July 2026

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ANNEXES

Annex I: Monthly basic salaries and other elements of remuneration

Annex II: Internal tax scheme for the Centre

Annex III: Rules for allowances for staff travelling on duty

Annex IV: Shift-work allowance shown in percentages

Annex V: Regulations on the indemnity for loss of job

Annex VI: Definition of grades of staff of the Centre

Annex VII: Conditions of appeal and rules of procedure for the Appeals Board

Annex VIII: Special provisions applicable to staff members authorised to work part-time prior to 1 January 2009

Annex IX: Special provisions applicable to staff members authorised to work part-time with effect from 1 January 2009

PREAMBLE

1. The Staff Regulations of the European Centre for Medium-Range Weather Forecasts set out the fundamental considerations of service, namely the duties and obligations as well as the basic rights of the staff of the Centre.
2. The Staff Regulations have been adopted by the Council in conformity with Articles 6(3)(b) and 10 of the Convention establishing the European Centre for Medium-Range Weather Forecasts.
3. The Staff Regulations can be amended by decision of the Council.
4. Detailed provisions of the implementation of the Staff Regulations shall, if necessary, be given in instructions laid down by the Director-General[1].

[1] "Director" replaced throughout by "Director-General" and all references to Heads of Department changed to Directors of Department with effect from 6 June 2010 (amended Convention).

CHAPTER I – Rights, obligations and responsibilities

Article 1: General provisions

Article	Applicable to	
1.1	STF	For the purpose of these Staff Regulations, a "staff member" (STF) means any employee of the European Centre for Medium-Range Weather Forecasts (hereinafter referred to as the Centre) whose post is listed in the establishment plan of the Centre. The term staff member (STF) includes the following categories of appointments: i) staff appointed to the Centre's core activities (STF-C) ii) staff appointed to the Centre's projects, both external and internal, including special programmes (STF-P) Project staff shall be categorised as follows: STF-PL: staff appointed on a contract for a project duration of more than two years STF-PS: staff appointed on a contract for a project duration of two years or less STF-SP: staff appointed to special programmes such as fellowships, trainees, etc.
1.2	STF-PS	Short-term contracts (contracts of two years or less) may be extended for up to six months if necessary to finalise work related to the project and ensure an orderly completion of activities, subject to the availability of funding. In the event of such extension, the terms and conditions of staff appointed to the project will remain unchanged, and the provisions of Article 14.12 will not apply in respect of such extension. However, if the staff member's employment at the Centre continues after the conclusion of the extension without a break in service (whether under a new project or a renewal of the existing project to which they are appointed), the provisions of Article 14.12 shall apply to the entire period of continuous employment.
1.3	STF	These Regulations define the rights, benefits, duties and responsibilities of a staff member.

1.4	STF	These Regulations shall apply to all staff members except where the Council has taken decisions to the contrary.
1.5		These Regulations shall not apply to experts and consultants of the Centre except as may be provided in special regulations to them, or pursuant to the terms of their appointment by the Director-General.
1.6	STF	The appointing and dismissing authority for the staff members referred to in Article 1.1 shall be as follows: (a) The Council in respect of the Director-General and their deputy (b) The Director-General in respect of the other staff members
1.7	STF	The Council shall approve the appointment and dismissal of the Directors of Department and of the Financial Controller[1] and their deputy.
1.8	STF-C, STF-PL, STF-PS	Specific job descriptions shall be laid down by the Director-General for each of the posts covered by these Regulations. They shall be taken as a basis for allocating the appropriate grade, taking into account the nature of the duties involved, the level of responsibility, and the qualifications required. The Director-General shall inform the Council of any changes in the job descriptions.
1.9	STF-SP	Duties shall be specified for each post covered by these Regulations. In allocating the appropriate grade or remuneration, the Director-General shall take into account the nature of the duties involved, the level of responsibility, the qualifications required and the amount and availability of funding.

[1] "Comptroller" replaced throughout by "Controller" with effect from 6 June 2010 (amended Convention).

Article 2: Duties and responsibilities

Article	Applicable to	
2.1	STF	As the objectives of the Centre are international in character, staff members shall carry out their duties and conduct themselves solely with the interest of the Centre in mind; they shall neither seek nor take instructions from any government, authority, organisation or person outside the Centre.
2.2	STF	Staff members shall be subject to the authority of the Director-General and shall be responsible to the Director-General for the performance of their duties. In the performance of their duties as referred to in Article 19 of the Financial Regulations of the Centre, the Financial Controller and their deputy shall be subject only to the authority of the Council and shall be responsible only to the Council.
2.3	STF	Staff members may neither seek nor accept from any source, whether directly or indirectly, any material or other benefit, the conferring of which may bring them into conflict with the obligations referred to in Articles 2.1 and 2.2.
2.4	STF	Staff members are recruited and assigned to a specific duty station. They shall select a place of residence which will not interfere with the performance of their duties at their contractual duty station. The Centre being an international organisation, its benefits, privileges and immunities are designed to encourage and enable relocation. Therefore, subject to a reasonable notice by the Director-General, staff members shall normally be required to carry out their duties at a duty station of the Centre, all of which are Premises of the Centre. (The phrase "Premises of the Centre" is defined in the Centre's Headquarters and Hosting Agreements and the Headquarters and Hosting Agreements provide for the Centre's Protocol on Privileges and Immunities to apply to the "Premises of the Centre". Staff members shall normally only be required to work at a place or places which benefit from the Centre's privileges and immunities).

Article	Applicable to	
2.5	STF	Staff members may not publish or have published or make any public statements, whether on their own initiative or in collaboration with others, on any matter dealing with the work of the Centre, save with the consent of the Director-General. Any refusal of consent to a publication shall be explicit and supported by valid reasons.
2.6	STF	Industrial property rights relating to work done by staff members in the course of their duties shall be vested in the Centre unless the Centre waives them in favour of the staff member.
2.7	STF	As regards copyright relating to work done by a staff member in the course of their duties, the staff member shall be bound to transfer such copyright to the Centre upon the Centre's request. ***<u>Implementing instructions concerning intellectual property rights (IPR) for Article 2.6 and 2.7</u>***[1] *1) For the purpose of these implementing instructions, the term Intellectual Property Rights (IPR) means any intellectual property rights anywhere in the world, either now or in the future. These rights may take the form of copyright; trademarks, trade names, rights in logos and get-up; domain names; patents; rights in inventions, designs and software; database rights; rights in confidential information (including know-how and trade secrets); goodwill and any legal rights to sue for passing off or to sue for protection of any of the above-mentioned rights. These rights may or may not be registered and also include rights under application, and renewals or extensions of such rights.* *2) Each staff member acknowledges that all Intellectual Property Rights subsisting (or which may in the future subsist) in all works made wholly or partially by such staff member at any time during the course of their duties shall automatically, on creation, vest in ECMWF absolutely. To the extent that they do not vest automatically, the staff member holds them on*

[1] Implementing instructions amended with effect from 1 April 2012. See Memo from Director-General dated 16 March 2012.

Article	Applicable to	
		trust for ECMWF. Each staff member shall give ECMWF, upon request, full written details of all works embodying Intellectual Property Rights made wholly or partially by such staff member at any time during the course of their duties. The staff member agrees promptly to execute all documents and do all acts as may, in the opinion of ECMWF, be necessary to give effect to this paragraph 2. 3) *Staff members shall not incorporate into the Centre's software any of their own software unless such software has already been assigned to the Centre. Staff members shall not use third-party software without the appropriate rights being granted to the Centre in accordance with the IPR Guidelines and any other related IPR policies.* 4) *Staff members are bound by the strictest rules of professional discretion for the protection of IPR relating to the Centre's activities. They shall comply with the Centre's IPR Guidelines and any other related IPR policies (e.g. the Centre's Data policy) as amended from time to time.* 5) *If staff members fail to comply with the Centre's IPR Guidelines and any other related IPR policies, this may constitute misconduct.* 6) *At the time of appointment, staff members must declare in writing to the Director-General the holding of any IPR related to the activities of the Centre.* 7) *After leaving the service of the Centre, staff members shall not make use of or exploit any of the IPR connected with the activities of ECMWF without the prior written authorisation of the Director-General or their deputy.*
2.8	STF	Within the framework of the provisions of Articles 2.5, 2.6 and 2.7, the rights of the staff member in respect of industrial property rights and copyright shall be determined by the Council.
2.9	STF	In the case of an invention made by a staff member and giving rise to an application for protection from the Centre, an indemnity shall be paid to the staff member by the Centre. The Council shall determine the procedures for

Article	Applicable to	
		implementing these provisions and the amount of each indemnity.
2.10	STF	Staff members who wish to engage in a secondary activity, of whatever nature, or to continue a secondary activity in which they were engaged prior to taking up their appointment must seek the authorisation of the Director-General for so doing. Authorisation shall be considered to have been granted if it has not been expressly refused within a period of three months.
2.11	STF	The authorisation referred to in Article 2.10 shall be granted only if the activity in question will not interfere with the performance of the staff member's duties and is compatible with their position as an official of the Centre. Should the activity in question cease to meet the conditions laid down in this paragraph, authorisation shall be withdrawn.

Article 3: Privileges, immunities and protection of staff members

Article	Applicable to	
3.1	STF	Should the privileges and immunities enjoyed by a staff member under the terms of the Protocol on the Privileges and Immunities of the Centre be jeopardised at any time, the staff member concerned must immediately inform the Director-General.
3.2	STF	The Centre shall assist a staff member, or a former staff member, in any action brought against the authors of damage or injury to which the staff member, or former staff member, may be exposed by reason of their office or duties. This applies particularly to any action brought against the authors of threats, insulting words or behaviour, slander or physical assault to the staff member's person or family members living in their household, or against the authors of threats or injury to their property.
3.3	STF	The Centre shall compensate a staff member, or a former staff member, for the material damage or injury referred to in Article 3.2 if the staff member has not wilfully or through serious negligence been the cause of such damage or injury, and in so far as they have been unable to obtain redress from its authors.
3.4	STF	To the extent to which a staff member or former staff member receives compensation from the Centre for the damage or injury referred to in Article 3.2, they shall make over to it any claims they may have against the authors of such damage or injury.

CHAPTER II – Recruitment, contracts and termination of employment

Article 4: Recruitment

Article	Applicable to	
4.1		Recruitment must be so designed as to secure for the Centre the services of officials of the highest ability, efficiency and integrity, account being taken of the international character of the Centre.
4.2		Sufficient publicity must be given to Member States of any vacancy to enable the greatest possible number of candidates to compete. The period allowed for submission of applications after the issue of an external vacancy notice shall be determined by the Director-General, but in all cases the period shall be at least four weeks. The Director-General can authorise the application of a simplified selection procedure for specific vacancies that • are responding to a short term and temporary staffing requirement; or • are likely to be best filled internally; or • require to be filled with a high degree of urgency; or • are the result of an internal reorganisation. ***<u>Implementing instruction – Simplified Selection Procedure</u>*** *4.2 To ensure the Centre efficiently secures the services of officials with the highest ability, efficiency and integrity, an internal vacancy can be authorised by the Director-General in order to meet the staffing requirements of the Centre in the following circumstances:* • *where a post is not required in the long-term. This will normally apply to posts offered on STF-SP, STF-PS contracts and may apply to posts offered on STF-PL contracts with an expected duration under three years.* • *where a post requires specific technical or procedural knowledge that is less likely to be available outside the organisation.*

Article	Applicable to	
		• *where a vacancy arises on short notice and with a high degree of urgency.* • *where an internal reorganisation results in substantially changed posts but no incremental headcount.* *The period allowed for submission of applications after the issue of the internal vacancy shall be at least 10 calendar days.* *Suitably qualified external candidates whose skills have been assessed within the last year can also be considered for an internal vacancy if a more suitable internal candidate could not be identified.*
4.3	STF	The staff members shall be informed of each vacant post for which a recruitment procedure will take place.
4.4	STF-C, STF-PL, STF-PS	Recruitment for posts for which the Director-General is appointing authority shall be effected after receiving the advice of a Selection Board. This shall only apply to posts that have a minimum contract period of at least two years.
4.5	STF-SP	There will be no Selection Board. After a vacancy notice is advertised and closed the Centre will conduct interviews. A proposal for recruitment, issued by the Director of Department, will be sent to the Director-General for decision.
4.6		The Selection Board shall be composed as follows: Chair: A Director of Department designated by the Director-General Members: At least two senior staff members designated by the Director-General, of whom at least one shall be a Director of Department Secretary: The Head of Human Resources or their Deputy.
4.7		An observer chosen by the Staff Committee shall be invited to attend the meetings of the Selection Board.

Article	Applicable to	
4.8	STF	Recruitment of staff members will normally be limited to nationals of the Member States and Co-operating States[1] of the Centre. However, recruitment of staff members from non-Member States for positions up to grade A4 is admissible in exceptional cases where there is a strong need, with the proviso that the Director-General must inform the Council of any such recruitments. In recruiting staff members, the geographical distribution will be taken into account.
4.9	STF	In principle, a staff member will be engaged at the lowest step of the lower grade of the post for which they are selected. Recruitment may, however, be at a higher step of the lower grade or the higher grade where this is justified by qualifications and experience[2].
4.10	STF	The appointment of a staff member may not be subject to any conditions of sex, marital status, race or religion. The appointment of a staff member is subject to their possession of full civic rights.
4.11	STF	Engagement of a staff member shall be subject to a certificate from a doctor approved by the Centre stating that the candidate has the requisite physical fitness for employment with the Centre and for the duties of the post and that they are free from any defect or disease which would represent a risk to others.

[1] Amended by the Council at its 56th session (June 2002).
[2] Amended by the Council at its 56th session (June 2002).

Article 5: Contracts

Article	Applicable to	
5.1	STF-C	A staff member shall be appointed on a fixed-term renewable contract with a minimum duration of two and a maximum duration of five years. Contracts may be renewed for a further period of time up to a maximum duration of five years. After completion of the contract and after at least five years' service, a staff member may be appointed on a contract of indefinite duration. The renewal of a contract can depend upon e.g. the continued availability of budget; the Centre's continued requirement for the post; reaching retirement age or the statutory age limit as or if applicable; or satisfactory service.
5.2	STF-P	A staff member shall be appointed on a fixed-term contract for the duration of the project (external or internal), or special programme, as applicable. However, the period of the initial contract shall not exceed five years. Any extension as provided for in Article 1.2 or renewal of the contract can depend upon e.g. the continued duration of the project (external or internal), or special programme, as applicable; the continued availability of funding; the continued requirement of the post for the project or special programme; reaching retirement age or the statutory age limit as or if applicable; or satisfactory service.
5.3	STF-C; STF-PL, STF-PS	The contract shall state: • the post and the duty station for which the staff member has been recruited • the grade and step • the starting date • the effective incremental date[1] • the duration of the contract and • the salary and allowances to which the staff member is entitled.

[1] With effect from 1 January 1982.

Article	Applicable to	
5.4	STF-SP	The contract shall state: • the post and the duty station for which the staff member has been recruited • the remuneration and allowances, if any, to which the staff member is entitled • the starting date and • the duration of the contract
5.5	STF-C	Nine months before a staff member's contract expires, the appointing authority will inform the staff member in writing whether or not it intends to offer a further contract. However, if the second or subsequent contract is of nine months' duration, or less, the requirement to inform the staff member in writing nine months before the expiry of the contract may be waived by the mutual consent of the Director-General and the staff member concerned.
5.6		The third sentence of Article 5.1 is not applicable to the Director-General and their deputy.
5.7	STF-C	The advice of a Contract Board will be sought before contracts are awarded for which the Director-General is the appointing authority and that would take the total length of service beyond five years. The report of the Board shall include a recommendation on award of contract and, where applicable, a recommendation for the type of contract to be offered.
5.8		The Contract Board shall be composed as follows: Chair: The Deputy to the Director-General Members: The Directors of Department Secretary: The Head of Human Resources
5.9		A representative of the staff, chosen by the Staff Committee, shall be invited to the meetings of the Contract Board and shall have the right to express the views of the Staff Committee and to have these views included in the report of the Board.

Article	Applicable to	
5.10		The Director-General shall report to the Council the award of a contract of indefinite duration to an 'A grade' member of staff.
5.11		The age limit for service is normally 65. Any exception to this must be reported to Council by the Director-General.
		Implementing instructions
		5.1 Every effort will be made to ensure that Centre staff, in particular scientific staff, are recruited from the national meteorological services, universities or other parts of the public services of the Member States (with preference being given to candidates from the national meteorological services), "account being taken of the international character of the Centre" (Article 10(2) of the Convention); these staff will be on leave of absence at the Centre for a limited period.
		5.2 In principle, the Centre only offers fixed-term contracts. These can be renewed.
		5.3 Although staff will not normally hold contracts of indefinite duration, the Director-General may award contracts of indefinite duration in exceptional cases.
		5.4 The Contract Board will review the award of contracts which take the total number of years of service beyond five years. *The Board will submit its report to the Director-General, including where applicable a recommendation on renewal of contract.*
		5.5 The retirement age shall be 60 years for staff members affiliated to the Budgetised Pension Scheme and 63 years for staff members affiliated to the Funded Pension Scheme, as a general rule. Service normally ends at retirement age. The Director-General has full discretion to offer staff contracts going beyond retirement age in exceptional cases, in accordance with service requirements.

Article 6: Assignment

Article	Applicable to	
6.1	STF	The appointing authority may transfer a staff member to fill a post other than the one to which they were appointed. Functions and responsibilities related to this post must be of a comparable level to those of the post to which the staff member was appointed.
6.1 bis	STF	Transfers can occur between duty stations. Such transfers are initiated by the Director-General and are based solely on service requirements.
6.1 ter	STF-C, STF-PL, STF-PS	The Director-General can consider the temporary reassignment of a staff member to another duty station for compassionate reasons. Such temporary reassignment cannot exceed six calendar months in total. It does not constitute a transfer and therefore does not give rise to entitlements e.g. under Article 18.22 (Restoration of time limit for Expatriation Allowance), Article 19 (Installation Allowance), Article 23.1 (Travel expenses on taking up appointment and leaving service) and Article 25 (Removals). At the end of the temporary reassignment, the staff member must return to the duty station they were assigned to. ***<u>Implementing instruction to Article 6.1 ter</u>*** *1. Temporary reassignment to a different duty station is typically only permissible if:* • *there are no overriding service requirements; and if* • *the funding source of the contract does not require duty at a specific duty station; and if* • *the underlying reasons are severe and, upon request, are substantiated with supporting evidence; and if* • *a resolution of the underlying reasons is objectively impossible through flexible working arrangements or leave provisions the Centre offers.* *2. The staff member's contract must be agreed to be amended so that the contract ends automatically should the staff member not return to their original duty station at the end of the temporary reassignment.*

		3. During the temporary reassignment, entitlement to allowances as well as payment according to the salary scale will remain in place as if the staff member was still at the original duty station. Any reference in the staff or pension rules to the 'duty station' or 'country of last posting' for the purpose of establishing entitlement or the amount of a benefit or allowance will be considered to be the duty station they were originally assigned to.
6.2		These provisions do not apply to the Financial Controller and their deputy.
6.3	STF	A staff member who is called upon to perform temporarily the duties of a staff member in a higher grade shall receive from the beginning of the third month of such temporary duties an allowance equal to twice the difference in the basic salary between the first and the second step in their grade.
6.4	STF	The duration of such temporary duties shall not exceed one year, except where, directly or indirectly, the posting is to replace a staff member who is seconded to another post in the interests of the service or absent on protracted leave.

Article 7: Probation

Article	Applicable to	
7.1	STF-C	A staff member, with the exception of those for whom the Council is the appointing authority, shall serve a probationary period before the appointment may be confirmed. The period of probation shall be six months unless extended.
7.2	STF-P: Only applicable if expressly stated in the employment contract.	A staff member, with the exception of those for whom the Council is the appointing authority, shall serve a probationary period before the appointment may be confirmed. The period of probation shall be six months for contracts of more than two years unless extended. For contracts of two years or less the period of probation shall be three months unless extended.
7.3	STF	One month at the latest before the end of a staff member's period of probation, a report shall be made on their ability to discharge the duties incumbent upon them and on their efficiency and conduct in the service. This report shall be communicated to the staff member concerned, who may submit any observations in writing.
7.4	STF	On consideration of the report referred to in Article 7.3, the Director-General shall decide either to confirm the appointment of the staff member concerned, or to terminate their employment. Before deciding to terminate an employment contract, the Director-General shall hear the staff member concerned.
7.5	STF-C, STF-PL	In exceptional cases, the Director-General may decide to extend the period of probation for a maximum of three months before reaching a final decision.
7.6	STF-PS, STF-SP	In exceptional cases, the Director-General may decide to extend the period of probation by a further period of one month before reaching a final decision.
7.7	STF	In cases of obvious unsuitability of a staff member on probation, a report may be drawn up before the end of the period provided for in Article 7.3. On consideration of this report, the Director-General may decide to terminate the employment of the staff member concerned, following the rule mentioned in the second sentence of Article7.4, before the end of the period of probation.

Article	Applicable to	
7.8	STF	A staff member whose contract is terminated under Article. 7.4 above during or on completion of the period of probation shall receive compensation equal to two months' basic salary if they have completed at least six months' service and to one month's basic salary if they have completed less than six months' service. This compensation shall not be given if the staff member concerned has their contract terminated as a result of disciplinary action, is offered a post in the same grade in the Centre, or is appointed to a vacant post in one of the other Co-ordinated Organisations at a comparable remuneration or, if employed in the public service, has been immediately reintegrated in their national, civil or military administration.
7.9	STF	A staff member may submit their resignation at any time during the period of probation. It shall be accepted with effect from the date proposed by the staff member, which may not be later than the date on which the period of probation would normally have ended.

Article 8: Staff report

Article	Applicable to	
8.1	STF	The Director-General or the relevant director of department shall report on staff members as follows: (a) Before the completion of a staff member's probationary period (see Article 7) (b) Thereafter at least once every two years
8.2	STF	The report shall show the proficiency of the staff member concerned and shall include, when appropriate, proposals for advancement, transfer or termination of contract.
8.3	STF	Before the Director-General or relevant director of department signs the report, it should be communicated to the staff member concerned, who may submit any observations in writing and may ask for the report to be discussed.
8.4	STF	A copy of the report shall be submitted to the staff member concerned if they so wish.
8.5	STF	The Director-General shall submit to the President of the Council a statement on the co-operation between the Director-General and the Financial Controller and their deputy.

Article 9: Pension scheme and retirement

Article	Applicable to	
9.1	STF-C, STF-PL STF-PS, subject to Article 14.12	A staff member shall become eligible for a retirement pension at the age of 63. However, the following transitional measures shall apply to staff members whose initial contract of employment started before 1 July 2013:
9.2	STF-C, STF-PL STF-PS, subject to Article 14.12	The pension rights and obligations of a staff member are laid down in the applicable Pension Scheme Rules, as provided in a separate document among the Centre's Basic documents, which forms part of these Staff Regulations.
9.3	STF-C, STF-PL STF-PS, subject to Article 14.12	Pension rights shall continue to accrue to a staff member continuing to be employed after pensionable age, but their pension shall not exceed the maximum amount as mentioned in the Pension Scheme Rules.
9.4	STF-C, STF-PL STF-PS, subject to Article 14.12	If a staff member retires before pensionable age, payment of the retirement pension shall be deferred until they reach that age. However, a staff member who retires before pensionable age may request early payment of their pension at a reduced rate as from 10 years before the retirement age.
9.5	STF-C, STF-PL STF-PS, subject to Article 14.12	A staff member found by the Invalidity Board to fulfil the requirements of the Pension Scheme Regulations relating to permanent total invalidity shall cease to perform their duties and shall receive an invalidity pension according to the Regulations of the Pension Scheme.

Pension Scheme of affiliation	***Age on 1 April 2014***	***Retirement age***
Budgetised Pension Scheme	*N/A*	*60*
Funded Pension Scheme	*>=55*	*60*
	>=50 and <55	*61*
	>=45 and <50	*62*
	<45	*63*

Article 10: Termination

Article	Applicable to	
10.1	STF	The Centre has the right to terminate contracts of indefinite duration and fixed-term contracts prior to the end of the contract period for the following reasons: (a) If the staff member does not give satisfactory service, or is incapacitated for service (b) If the country of which the staff member is a national ceases to be a Member or Co-operating State of the Centre, unless otherwise decided by the Council (c) As a result of disciplinary action (d) If the post or project which the staff member holds is eliminated or reduced in scope such that the staff member's services are no longer needed
10.2	STF	The termination of a contract shall be notified in writing to the staff member concerned.
10.3	STF	If the staff member is absent on authorised sick leave or extended sick leave as provided for in Article 35 at the time of notification of the termination of their contract, the period of notice to which they are entitled shall be provided at the conclusion of the authorised sick leave, or extended sick leave, if applicable.

Article 11: Resignation

Article	Applicable to	
11.1	STF	A staff member wishing to resign shall give advance notice in writing to the Director-General through their director of department.
11.2	STF	The Director-General shall acknowledge receipt of the resignation. This resignation is then irrevocable unless otherwise mutually agreed.
11.3	STF	Resignation shall not be a reason to preclude disciplinary action.

Article 12: Separation

Article	Applicable to	
12.1	STF	Separation from the Centre may take one of the following forms: a) Resignation: a separation initiated by the staff member (see Article 11) b) Non-renewal: when a contract reaches its end date and a further contract is not offered (see Article 5) c) Termination of contract: end of contract prior to the end of its stipulated duration, initiated by the appointing authority during the period of contract for unsatisfactory service or incapacitation; discharge as a result of reduction of establishment; or cessation or reduction in scope of project or project funding (see Article 10) d) Unsuitability: termination of contract during or on completion of the period of probation (see Article 7) e) Dismissal: termination of contract as a result of a disciplinary action (see Articles 10 and 37) f) Retirement (see Article 9) g) Mutual agreement: termination of contract on the basis of contractual terms as agreed between the staff member and the Centre h) Abandonment of post: a separation following a prolonged unauthorized and unexplained absence (see Article 29.4) i) Death
12.2	STF-C, STF-PL STF-PS, subject to Article 14.12	A separation in a form as given in (a), (b) and (c) of Article 12.1 will not become effective during a period when a staff member is on authorised sick leave or extended sick leave as provided for in Article 35.6 and until the time they are declared to be fully fit to resume normal duties or during the period when a staff member is on pre- or postnatal leave in the case of Article 36.5. The staff member may request the Director-General in writing for this provision to be lifted[1].

[1] See footnote to Article 35.

12.3	STF-PS unless Article 14.12 applies STF-SP	A separation in a form as given in (a), (b) and (c) of Article 12.1 will not become effective during a period when a staff member is on authorised sick leave as provided for in Article 35.5 or on pre- or postnatal leave in the case of Article 36.5. The staff member may request the Director-General in writing for this provision to be lifted.

Article 13: Period of notice

Article	Applicable to	
13.1	STF	During the probationary period a staff member may resign at any time.
13.2	STF-C	After the confirmation of their contract, a staff member may resign by giving three months' notice.
13.3	STF-P	The period of notice required to be given by a staff member will be expressly stated in the contract of employment. Depending on the duration of contract, the period of notice will be between one and three months.
13.4	STF-C	The appointing authority may terminate a fixed-term contract with a period of notice of three months and a contract of indefinite duration with a period of notice of six months.
13.5	STF-P	The period of notice required to be given by the appointing authority before terminating a fixed-term contract will be expressly stated in the contract of employment. Depending on the duration of contract, the period of notice will be between one and three months.
13.6	STF	In special circumstances and during the period of notice, a staff member can be released from duties without loss of income.

CHAPTER III – Salaries and allowances

Article 14: General provisions

Article	Applicable to	
14.1	STF-C, STF-PL, STF-PS	A staff member who is duly appointed shall be entitled to the remuneration carried by the relevant grade and step. A staff member may not waive the entitlement to remuneration.
14.2	STF-SP	Article 14.1 shall not apply to fellowships, traineeships or other special programmes where the amount of remuneration to be paid is agreed by the sponsor. The staff member may not waive the entitlement to remuneration.
14.3	STF-C, STF-PL, STF-PS	Remuneration shall comprise basic salary and, where appropriate, any allowances.
14.4	STF	Remuneration shall be paid in the currency of the salary scale applicable at the duty station to which the staff member is assigned, except in the case where an education allowance is paid for a child attending an educational establishment outside that location. In such cases, the allowance will be paid in the currency of that location.
14.5	STF-C	Remuneration shall be subject to reviews and may be adjusted by the Council.
14.6	STF-PL, STF-PS: Only applicable if expressly stated in the employment contract.	Remuneration may be subject to reviews and may be adjusted by the Council.
14.7	STF-SP: Only applicable if expressly stated in the employment contract.	Remuneration may be subject to reviews.

14.8	STF-C, STF-PL, STF-PS, subject to Article 14.12	In the event of a staff member's death, the surviving spouse or dependants shall receive the deceased's full remuneration until the end of the third month after the month in which the death occurred. Travel expenses and removal expenses for the surviving spouse or a dependent child will be reimbursed in accordance with Article 23.2 and Article 25 respectively.
14.9	STF	Remuneration shall be paid monthly in arrears into the staff member's bank account.
14.10	STF-C, STF-PL, STF-PS	The amounts of basic salary and other elements of remuneration are detailed in Annex I.
14.11	STF-C, STF-PL, STF-PS	In cases where spouses employed by the Centre or by another Co-ordinated Organisation are both entitled to family allowances (household allowance, basic family allowance, dependants' allowance, supplement for dependent child, disabled child allowance, supplement for disabled or severely disabled child, supplement for disabled and dependent parent, other dependent allowance, education allowance), these shall be payable only to the person whose basic salary is the highest.
14.12	STF-PS	With respect to benefits and allowances provided to eligible staff whose initial employment contracts are for a period exceeding two years, if a staff member's initial employment contract was for two years or less but the project to which they were appointed is renewed or the staff member is appointed to a new project, without a break in service, the aggregate period of employment at the Centre including the initial contract period and any extensions thereof as provided in Article 1.2 will count towards eligibility in respect of such benefits and allowances. Accordingly, the staff member will be eligible for such benefits and allowances under the new contract when their aggregate period of employment at the Centre without a break in service exceeds two years. However, in no event will allowances be paid retroactively with respect to either the initial contract period of two years or less or any extensions thereof as provided for in Article 1.2.

14.13	STF	The Centre has the right to reclaim any payment made to which the beneficiary was not entitled. This right shall lapse two years following that payment. There shall be no limitation on the Centre's right to recover an undue payment if the beneficiary provided wrongful or inaccurate information relating to such a payment in bad faith or as result of gross negligence. Recovery can be made by deductions from the monthly or other payments to the beneficiary if these are due. Deductions will usually be made in the same amount and over the same time period as the reclaimed payment. However, the Centre can take the beneficiary's social and financial situation into account and apply different modalities.
14.14	STF	Claims against the Centre for payment of any monies resulting from the application of the Staff Regulations, policies or instructions such as e.g. salary, indemnities, allowances, or benefits shall lapse two years after the date on which the payment would have been due. However, requests for allowances provided for in Articles 15.A, 15.B, 16.A, 16.B, 16.C, 16.D, 16.E, 17, 18, 20, once accepted, shall give rise to retroactive payment of the corresponding sums for no more than three months from the date the Centre received written notification of all facts determining an entitlement to these payments, supported by appropriate and complete documentation. The Centre can take into account claims after the period of limitation has lapsed, if the delay was due to exceptional circumstances beyond the staff member's reasonable control.
14.15	STF	Periods of limitation set forth in Articles 14.13 and 14.14 shall be interrupted by a claim in writing submitted by the beneficiary before the expiry of the period of limitation.

Article 14 bis: Registered Partnership[1]

Article	Applicable to
14 bis	STF

A staff member who is registered as a stable non-marital partner shall not be discriminated against, with regard to pensions, leave and allowances under the Staff Regulations and their implementing instructions, vis-à-vis a married staff member provided that all following conditions are met:

- the couple produces a legal document recognised as such by a Member State, or any competent authority of a Member State, acknowledging their status as non-marital partners;
- neither partner is in a marital relationship or in any other non-marital partnership;
- the partners are not related in any of the following ways: parent, child, grandparent, grandchild, brother, sister, aunt, uncle, nephew, niece, son-in-law, daughter-in-law;
- both partners are over the age of 18 and have legal capacity.

[1] Article 14 bis was adopted as an amendment to the Staff Regulations by the Council at its 71st session (June 2009), with effect from 1 July 2009.

Article 15.A: Household allowance

Rules applicable to staff who took up duty on or before 31 December 2016

Article	Applicable to	
15.A.1	STF-C, STF-PL, STF-PS	The household allowance shall be 6% of the basic salary of a staff member. The monthly amount thereof shall not, however, be less than the corresponding amount payable to a staff member in grade B3, step 1.
15.A.2	STF-C, STF-PL, STF-PS	The household allowance shall be granted in the following cases: (a) To a married staff member (b) To a staff member who is widowed, divorced, legally separated or unmarried and who has one or more dependent children within the meaning of Article 16.A. (c) By special reasoned decision of the Director-General based on supporting documents, to a staff member who, while not fulfilling the conditions laid down in (a) and (b), nevertheless actually assumes family responsibilities
15.A.3	STF-C, STF-PL, STF-PS	In the case of a married staff member who has no dependent children or dependants and whose spouse is gainfully employed, the allowance paid, within the overall maximum of 6% of the basic salary, shall be equal to the difference between the basic salary carried by grade B3, step 1, increased by the amount of the allowance to which the staff member is theoretically entitled, and the amount of the professional income of the spouse. If the latter amount is equal to or more than the former, the staff member shall not be entitled to the allowance.

Article 15.B: Basic family allowance

Rules applicable to staff who took up duty on or after 1 January 2017

Article	Applicable to
15.B.1	STF-C, STF-PL, STF-PS
15.B.2	STF-C, STF-PL, STF-PS
15.B.3	STF-C, STF-PL, STF-PS

I. Eligibility criteria

1. The basic family allowance (BFA) shall be granted to staff members whose spouse, within the meaning of the Staff Regulations, has an overall income (gross income less compulsory social and/or pension contributions) lower than 50% of the basic monthly salary of the scale of the duty station of a C1/1 grade staff member plus the basic amount of the BFA.

2. Eligibility will commence when the staff member and their spouse have established a family unit at the duty station. It will end when the family unit is dissolved or when the spouse ceases to actually and habitually live with the staff member at the duty station.

II. Amount of the allowance

Staff members eligible for the BFA shall be entitled to the basic monthly amount defined in Annex I.B.3. Staff members eligible for the expatriation allowance irrespective of whether they take up duty from within or from outside the same geographical zone of the duty station as defined in Article n°15.B.3, shall be entitled to an additional monthly amount defined in Annex I.B.3.

III. Geographical zones

The four geographical zones shall be defined as follows: EME (Europe and Middle East), Africa, Americas (North, Central and South America), Asia and Pacific (Far East and Pacific countries).

Implementing Instruction to Article 15.B.3

For the implementation of Article 15.B.3, all the Member States and Co-operating States of ECMWF will be considered to be part of the EME (Europe and Middle East).

15.B.4	STF-C, STF-PL, STF-PS	*IV. Payment of the allowance* 1. In compliance with Article 15.B.1, in the case of a staff member whose spouse has an overall income equal to or higher than 50% of the monthly salary of the scale of the duty station of a C1/1 grade staff member, the amount of the allowance payable shall be reduced. The allowance shall be equal to the difference between 50% of the basic monthly salary of the scale of the duty station of a C1/1 grade staff member, plus the basic amount of the BFA, as defined in Article 15.B.2 and the income of the spouse as referred to in Article 15.B.1.1. The BFA will not be paid if the spouse's income is or becomes equal to or higher than 50% of the basic monthly salary of the scale of the duty station of a C1/1 grade staff member plus the basic amount of the BFA. 2. When a staff member is transferred to a different duty country within the same Co-ordinated Organisation at the initiative of the Organisation, the Director-General may, in circumstances such as an exceptional organisational restructuring or to support the accomplishment of missions critical for the Organisation, reset the period of payment for the family unit within the meaning of the Staff Regulations. *Staff members not eligible for the expatriation allowance* 3. In compliance with Article 15.B.1, for staff members who are not eligible for the expatriation allowance, the basic amount shall be paid monthly, for a period of five consecutive years following the taking up of duty of the staff member or the time of the establishment of their family unit. *Staff members eligible for the expatriation allowance and who take up duties from within the same geographical zone of the duty station* 4. In compliance with Article 15.B.1, for staff members who are eligible for the expatriation allowance and who take up duty from within the same geographical zone of the duty station, the basic amount and the additional amount shall be paid monthly and reduced after five years by one fifth per year to reach zero the tenth year of a consecutive period following the staff member's taking up of duty or the moment when the family unit is established at the duty station.

		Staff members eligible for the expatriation allowance and who take up duties from outside the geographical zone of the duty station 5. In compliance with Article 15.B.1, for staff members who are eligible for the expatriation allowance and who take up duty from outside of the geographical zone of the duty station, the basic amount and the additional amount shall be paid monthly for the duration of the staff member's employment. However, if the staff member has the nationality of one of the countries of the geographical zone of the duty station, the payment of the basic amount and its additional amount shall be made in accordance with Article 15.B.4.4.
15.B.5	STF-C, STF-PL, STF-PS	*V Non-double payment* 1. A staff member receiving the BFA shall be required to report any payments of the same nature or for similar purpose that are received from other sources by the family unit and any change of circumstances related to eligibility. The amounts of any such payments shall be deducted from the benefits paid under Article 15.B.2. 2. When two staff members married to each other, within the meaning of the Staff Regulations, work for the same Co-ordinated Organisation or for different Co-ordinated Organisations and provided the eligibility criteria are met, the BFA shall be paid only to one of the staff members, who may decide by mutual agreement which one of them shall receive the allowance.

Article 16.A: Dependants' allowance

Rules applicable to staff who took up duty on or before 31 December 2016

Article	Applicable to	
16.A.1	STF-C, STF-PL, STF-PS	A dependants' allowance shall be payable under the conditions laid down in this article to a staff member who meets one or more of the following criteria: • Has one or more dependent children • Has one or more children with disabilities • Has one or more other dependants
16.A.2	STF-C, STF-PL, STF-PS	*I. Dependent children* "Dependent child" means the legitimate, natural or adopted child of a staff member, or of their spouse, who is mainly and continuously supported by a staff member or by their spouse. The same shall apply to a child for whom an application for adoption has been lodged and the adoption procedure started.
16.A.3	STF-C, STF-PL, STF-PS	The allowance shall be granted automatically for children under 18 years of age. Staff members may apply, with supporting evidence, for the allowance to be granted for children between 18 and 26 who are receiving educational or vocational training.
16.A.4	STF-C, STF-PL, STF-PS	Payment of the allowance in respect of a child prevented by serious illness or invalidity from earning a livelihood shall continue throughout the period of that illness or invalidity, irrespective of age.
16.A.5	STF-C, STF-PL, STF-PS	The amount of the allowance shall be defined in Annex I.B.2.
16.A.6	STF-C, STF-PL, STF-PS	Where a staff member or their spouse already receives from another source an allowance of the same nature as the allowance due by virtue of this article, for the support of a dependent child, such amount shall be deducted from the allowance payable under this article, without prejudice to the provisions of Article 16.C.12.

16.A.7	STF-C, STF-PL, STF-PS

II. Other dependants

An allowance equal to the amount of the allowance for a dependent child may be granted by the Director-General on the basis of supporting evidence where a staff member or their spouse mainly and continuously supports a parent or other relative, by blood or marriage, by virtue of a legal or judicial obligation, if such a notion exists under the national law of such a staff member. If such a notion does not exist, the extent of the obligation shall be assessed by analogy, according to the circumstances, so as to achieve equality of treatment among all members of the staff.

Article 16.B: Supplement for dependent child

Rules applicable to staff who took up duty on or after 1 January 2017

Article	Applicable to
16.B.1	STF-C, STF-PL, STF-PS
16.B.2	STF-C, STF-PL, STF-PS

I. Eligibility criteria

1. The dependent child supplement shall be granted to staff members for each dependent child, within the meaning of Article 16.A.2, under 18 years of age.

2. The supplement shall also be granted for each dependent child aged 18 to 22 years receiving a full time education. Payment of the supplement shall be maintained until the end of the academic year during which the child reaches the age of 22 years.

3. If the dependent child has performed compulsory military or civil service under the legislation of their country of nationality, eligibility for the supplement shall be extended beyond the child's 22nd birthday, for a period not to exceed the duration of that compulsory military or civil service. Payment of the supplement shall be suspended for the duration of the military or civil service.

4. The supplement shall continue to be granted without any age limit if the dependent child fulfils the criteria related to the eligibility for the supplements for disabled or severely disabled child as defined in the Staff Regulations.

II. Amount of the supplement

1. The amount of the dependent child supplement shall be defined in Annex I.B.4.

2. Only one dependent child supplement shall be granted for each child recognised as a dependent under the conditions set out in the Staff Regulations.

3. One additional dependent child supplement shall be granted to a single-parent family independent of the number of dependent children.

4. The amount of the dependent child supplement shall be used as a multiplier for computing reimbursement ceilings for the education allowance.

16.B.3	STF-C, STF-PL, STF-PS	*III. Child in the custody of staff members employed by the same Co-ordinated Organisation or by different Co-ordinated Organisations* In case of shared or alternate custody, the payment of the supplement for dependent child shall be shared equally between the two staff members employed by the same Co-ordinated Organisation or by different Co-ordinated Organisations who are the child's parents. However, the parents may decide by mutual agreement which of them will receive the dependent child supplement.
16.B.4	STF-C, STF-PL, STF-PS	*IV. Non-double payment* A staff member receiving the dependent child supplement shall be required to report any payments of the same nature or of similar purpose that are received from other sources by the staff member, the staff member's spouse or the child's other parent and any change of circumstances related to eligibility. The amounts of any such payments shall be deducted from the benefits paid under Article 16.B.2.
16.B.5	STF-C, STF-PL, STF-PS	*V. Transitional measures* Staff members serving at 31 December 2016 shall be entitled to the dependent child allowance, as defined in Article 16.A, for children born up to and including 31 December 2031. The applicable age limit for children born after 31 December 2031 shall be the age limit set out in Article 16.B.1

Article 16.C: Child with a disability and reimbursement of educational or training expenses related to the disability

Rules applicable for staff who took up duty on or before 31 December 2016

Article	Applicable to
16.C.1	STF-C, STF-PL, STF-PS
16.C.2	STF-C, STF-PL, STF-PS
16.C.3	STF-C, STF-PL, STF-PS
16.C.4	STF-C, STF-PL, STF-PS
16.C.5	STF-C, STF-PL, STF-PS
16.C.6	STF-C, STF-PL, STF-PS

Any staff member with a dependent child medically certified as suffering from a disability and necessitating either special care, supervision or special education or training, not provided free of charge, may claim under these provisions, whatever the age of the child.

I. Entitlement

Entitlement to the indemnity and reimbursement of expenses under these Rules shall be by decision of the Director-General having regard to the nature and degree of the disability.

The Director-General shall consult a Board which they shall constitute for the purpose and which shall include at least one independent medical practitioner

The decision shall specify the period of entitlement, subject to review

II. Assessment of the nature and degree of the disability

The criterion for assessing entitlement to the benefits specified in this regulation shall be the serious and continuing impairment of the physical or mental activities.

1. Children may be deemed to have a disability when they suffer from any of the following:
   - Serious or chronic affection of the central or peripheral nervous system, however caused, such as encephalopathies, myelopathies or peripheral paralysis
   - Serious affection of the locomotor system
   - Serious affection of one or more sensory systems
   - Chronic and disabling mental illness

Article	Applicable to
16.C.7	STF-C, STF-PL, STF-PS
16.C.8	STF-C, STF-PL, STF-PS
16.C.9	STF-C, STF-PL, STF-PS
16.C.10	STF-C, STF-PL, STF-PS
16.C.11	STF-C, STF-PL, STF-PS
16.C.12	STF-C, STF-PL, STF-PS
16.C.13	STF-C, STF-PL, STF-PS

The above list is not exhaustive but indicative only. It does not constitute the definitive basis for assessing the degree of disability.

III. Expenses taken into account for reimbursement

A claim for reimbursement under these Rules shall be made solely in relation to expenses incurred in order to provide the child with a disability with education or training specially adapted to their needs and designed to obtain the highest possible level of functional capability and which are not of the same kind as those taken into account for the purposes of the education allowance.

The Director-General shall assess the reasonableness of the expenses for which reimbursement is claimed.

IV. Amount of the indemnity and rate of reimbursement

The amount of the indemnity for a child with a disability shall be equal to the amount of the dependent child allowance and shall be additional thereto.

Reimbursement of education or training expenses described in Section III above shall be at the rate of 90%.

V. No double entitlement

Any staff member receiving the indemnity for a child with a disability must declare payments of a similar nature that they, their spouse or the child with a disability receive from any other source. Such payments shall be deducted from the indemnity paid under these Rules.

The amount of expenses incurred as defined in Article 16.C.8 shall be calculated after deduction of any payment received from any other source for the same purpose.

Article 16.D: Supplement for disabled or severely disabled child

Rules applicable to staff who took up duty on or after 1 January 2017

Article	Applicable to	
16.D.1	STF-C, STF-PL, STF-PS	*I. Eligibility criteria* Any staff member with a dependent child of any age medically certified with a disability and necessitating either special care, supervision, special education or training, not provided free of charge, within the meaning of these Rules may claim, in addition to the supplement for dependent child, a supplement for disabled or severely disabled child and reimbursement for education and/or training costs that are related to the disability. 1. Any staff member with a child with a medically attested disability and requiring permanent care from a third person – or if the staff member's spouse has given up work to provide the requisite care for the disabled child or has never worked in order to look after the disabled child – shall be eligible for a severely disabled child supplement. 2. The child should be considered as dependent on the staff member within the meaning of Article 16.B of the Staff Regulations at the time the disability is recognised. In exceptional circumstances justifying the request by a staff member to benefit from the supplement for disabled or severely disabled child, the Director-General may decide to derogate from this provision.
16.D.2	STF-C, STF-PL, STF-PS	*II. Entitlement* 1. Entitlement to the supplements for disabled or severely disabled child and coverage of costs as set out in these Rules shall be granted by decision of the Director-General, after assessment of the nature and severity of the disability by the appropriate Advisory Board. 2. The Director-General shall obtain the opinion of the Board created for this purpose, and which includes at least one medical doctor. 3. This decision shall establish the duration for which the right will be recognised, and any revision if necessary.

16.D.3	STF-C, STF-PL, STF-PS	*III. Assessment of the nature and severity of the disability by the Board* 1. Serious and chronic impairment of physical and/or mental faculties shall constitute the criterion for entitlement to benefits under these Rules. 2. Children may be considered disabled by the Board referred to in Article 16.D.2 if they suffer from: • Serious or chronic affection of the central or peripheral nervous system, however caused: encephalopathy, myelopathy or peripheral paralysis; • Serious affection of the locomotor system; • Serious affection of one or more sensory systems; • Chronic and disabling mental illness. 3. The above list is not exhaustive. It is provided as an indication and does not constitute the definitive basis for assessing the degree of any disability.
16.D.4	STF-C, STF-PL, STF-PS	*IV. Education and training costs taken into account for reimbursement* Under these Rules, only those expenses incurred with a view to providing the disabled or severely disabled child with access to an education or training programme designed to meet their needs in order to obtain the best possible functional capacity, and which are not otherwise covered by the provisions governing the education allowance, shall be eligible for reimbursement.
16.D.5	STF-C, STF-PL, STF-PS	*V. Amount of the supplements and rate of reimbursement of education and training expenses* 1. The supplement for disabled child shall be a monthly basic amount defined in Annex I.B.5. 2. The supplement for severely disabled child shall be a monthly basic amount equal to double the supplement for disabled child. 3. Reimbursement of education and training expenses shall amount to 90% of the expenses defined in Article 16.D.4.

16.D.6	STF-C, STF-PL, STF-PS	*VI. Non-double entitlement* 1. Only one supplement for disabled or severely disabled child shall be granted for each disabled or severely disabled child under the conditions set out in the present Rules. 2. A staff member receiving the disabled or severely disabled child supplement shall be required to report any payments of the same nature or of similar purpose that are received from other sources by the staff member, the staff member's spouse or the child's other parent and any change of circumstances related to eligibility. The amounts of any such payments shall be deducted from the benefits paid under Article 16.D.5. 3. The amount of expenses covered with respect to reimbursing education and training costs, as defined under Article 16.D.4, is the amount that is remaining after the deduction of any payments that have been received from any other sources and for the same purpose.
16.D.7	STF-C, STF-PL, STF-PS	*VII. Child in the custody of staff members employed by the same Co-ordinated Organisation or by different Co-ordinated Organisations* 1. In case of shared or alternate custody, the payment of the supplements for disabled or severely disabled child shall be shared equally between the two staff members employed by the same Co-ordinated Organisation or by different Co-ordinated Organisations who are the child's parents. However, the parents may decide by mutual agreement which of them will receive the supplement for disabled or severely disabled child. 2. When two staff members married to each other, within the meaning of the Staff Rules of each Co-ordinated Organisation, work for the same Co-ordinated Organisation or for different Co-ordinated Organisations, only one disabled or severely disabled child supplement per child shall be paid.

Article 16.E: Supplement for disabled and dependent parents

Rules applicable to staff who took up duty on or after 1 January 2017

Article	Applicable to	
16.E.1	STF-C, STF-PL, STF-PS	*I. Eligibility criteria* 1. Any staff member who can prove that they provide main and continuing support to their disabled and dependent father and/or mother, within the meaning of these Rules, shall be eligible to only one supplement for disabled and dependent parent. 2. A staff member's father or mother, aged over 60, who has an overall income (gross income less compulsory social and/or pension contributions) lower than 50% of the basic monthly salary of the scale of the parent's country of residence of a C1/1 grade staff member and is medically certified with a disability, shall be considered to be a disabled and dependent parent.
16.E.2	STF-C, STF-PL, STF-PS	*II. Entitlement* 1. Entitlement to the supplement for disabled and dependent parent shall be granted by decision of the Director-General, after assessment of the nature and severity of the disability by the appropriate Advisory Board. 2. The Director-General shall obtain the opinion of the Board created for this purpose, and which includes at least one medical doctor. 3. This decision shall establish the duration for which the right will be recognised and any revision, if necessary.
16.E.3	STF-C, STF-PL, STF-PS	*III. Amount of the supplement* The supplement for disabled and dependent parent shall be a monthly basic amount defined in Annex I.B.6.

16.E.4	STF-C, STF-PL, STF-PS	*IV. Non-double payment* A staff member receiving the supplement for disabled and dependent parent shall be required to report any payments of the same nature or for similar purpose that are received from other sources by the staff member, the staff member's spouse or parent and any change of circumstances related to eligibility. The amounts of any such payments shall be deducted from the benefits paid under Article 16.E.3.

Article 17: Education allowance

Article	Applicable to
17.1	STF-C, STF-PL STF-PS, subject to Article 14.12

I. Conditions of entitlement

1. Staff members entitled to the expatriation allowance with dependent children, as defined according to the Staff Regulations, and regularly frequenting an educational establishment on a full-time basis,[1] may apply for the education allowance.

2. Staff members not entitled to the expatriation allowance with dependent children may exceptionally apply for the education allowance in the following situations:

a) subject to a Council decision, the allowance can be granted for education in the duty country, if no school or university corresponding to the child's educational cycle is available within 80 km distance from the staff member's duty station or actual and habitual residence, or,

b) in the case of transfer or recruitment from another international organisation where the staff member was entitled to the education allowance, and a dependent child must, for imperative educational reasons, continue an educational cycle commenced prior to the date of transfer or recruitment other than for post-secondary level education and which is not part of the national educational system of the host country. In such a case, entitlement to the education allowance may not exceed the duration of the educational cycle.

3. Council may decide whether to exceptionally grant the education allowance to staff members who are not entitled to the expatriation allowance and who are not nationals of the duty country.

4. Entitlement to the education allowance shall start on the first day of the month during which the child

[1] Online education may be covered by the present rules provided it is compliant with the criteria laid down by instructions.

Article	Applicable to	
		begins to attend school and not earlier than the age corresponding to the compulsory age of education of the national system followed by the school. It shall cease at the end of the month in which the dependent child supplement or allowance ceases to be paid. 5. If the child has to perform compulsory military or civil service under the legislation of their country of nationality, eligibility for the education allowance shall be extended beyond the limit laid down in Article 17.1, paragraph 4, for a period not to exceed the duration of that compulsory military or civil service. Payment of the allowance shall be suspended for the duration of the military or civil service.
17.2	STF-C, STF-PL STF-PS, subject to Article 14.12	*II. Calculation of the allowance* 1. The following items of expenditure shall be taken into account for the purpose of the educational allowance: a) registration and examination fees, fees for schooling and education[1]; b) daily expenses on travel and other educational ancillary costs; c) lodging, half-board or board and lodging; d) travel between the place of education and the duty station.
		<u>*Reimbursement based on real costs*</u> 2. The education allowance shall give rise to the reimbursement of educational costs corresponding to the items of expenditure listed in Article 17.2

[1] The Director-General may accept under this provision and for a maximum of two years tuition fees for private lessons on condition that:
-- tuition is given in subjects which are not contained in the child's syllabus but are part of the compulsory national education programme of the country of which the staff member is a national, or
-- tuition is required to enable the child to adjust to the educational curriculum of the institution attended, or for language purposes.

		paragraph 1, sub-paragraphs a), b) and c) of on the basis of real costs, according to the following rates: a) Standard rate: 70% of the educational costs; b) Exceptional rate: up to 90% of the educational costs, provided that educational costs as defined in Article 17.2, paragraph 1, sub-paragraph a) above are exceptional, unavoidable and excessively high, according to the judgement of the Director-General. 3. This reimbursement shall be subject to a ceiling comprised between an amount equivalent to two and a half times the annual amount of the dependent child allowance (for staff who took up duty on or before 31 December 2016) or supplement for dependent child (for staff who took up duty on or after 1 January 2017) and an amount equivalent to six times the annual amount of the dependent child allowance (for staff who took up duty on or before 31 December 2016) or supplement for dependent child (for staff who took up duty on or after 1 January 2017). These ceilings shall be defined with reference to the annual amount of the dependent child supplement in force for the duty country of the staff member or for the country of which the staff member or their spouse is a national. The place of education shall determine the calculation of the ceiling when it is located in one of the above countries; where the place of education is not located in one of these countries, the ceiling shall be defined with reference to the annual amount of the dependent child allowance (for staff who took up duty on or before 31 December 2016) or supplement for dependent child (for staff who took up duty on or after 1 January 2017) in force in the duty country of the staff member. A specific ceiling relating to the items of expenditure referred to in Article 17.2, paragraph 1, sub-paragraph c) above could also be laid down by instructions.

Article	Applicable to

Implementing instruction to Article 17.2 paragraphs 1, 2 and 3

17.2/1 For the application of Article 17.2, paragraph 1, sub-paragraph c), a specific ceiling is applied: the expenditure will only be taken into account insofar: expenditure on half-board, or on board and lodging, will be paid against bills, paid invoices or receipts up to the limit of 2 times the annual dependent child allowance. If no bills, paid invoices or receipts are provided, 1.5 times the annual dependent child allowance shall be taken into account.

17.2/2 Notwithstanding the above specific ceiling, to the sum of expenditure items a), b) and c) the following rates and ceiling will apply:

(a) Standard ECMWF rate: 70% of the eligible educational costs up to a ceiling of 6 times the annual amount of the dependent child allowance (for staff who took up duty on or before 31 December 2016) or supplement for dependent child (for staff who took up duty on or after 1 January 2017)

(b) Country of nationality rate (if different from country of duty): 70% of the eligible educational costs up to a ceiling of 3 times the annual amount of the dependent child allowance (for staff who took up duty on or before 31 December 2016) or supplement for dependent child (for staff who took up duty on or after 1 January 2017) if the child is educated in a country of which the staff member or the other parent is a national.

(c) Exceptional ECMWF rate: up to 90% of the eligible educational costs up to a ceiling of 6 times the annual amount of the dependent child allowance (for staff who took up duty on or before 31 December 2016) or supplement for dependent child (for staff who took up duty on or after 1 January 2017). The application of this rate, which shall remain extremely rare and based upon judgement by the Director-General, shall only be applicable when needs arise on medical grounds to send a child to a highly specialised school (e.g. in case of severe dyslexia or other severe medical/cognitive grounds).

Article	Applicable to	
		4. In accordance with Article 17.2, paragraph 1, sub-paragraph d), staff members entitled to the education allowance are entitled to the reimbursement of the cost of two round travels between the place of education and the duty station per school/academic year and for each child giving right to education allowance. *Lump sum payments* 5. The items of expenditure listed in Article 17.2. paragraph 1, sub-paragraph b) can, subject to details laid down by instructions and instead of a real cost reimbursement, give rise to the payment of a lump sum up to a maximum of 30% of the annual amount of the dependent child allowance (for staff who took up duty on or before 31 December 2016) or supplement for dependent child (for staff who took up duty on or after 1 January 2017). 6. Pursuant to Article 1 sub-paragraph b) of the Regulations concerning the Co-ordination system (CCR 154th Report, CCR/R(2004)2), Council may in addition authorise the Director-General to elect a lump sum based calculation for one or several items of expenditure listed in paragraph 1, sub-paragraphs c) and d) of Article 17.2. 7. In this case, Council shall decide within the ceilings foreseen in Article 17.2 paragraph 3, the rate of reimbursement and the lump sum applied. Thus where the Director-General considers that the administration of the education allowance shall be simplified through the implementation of the lump sum approach and, where such implementation makes sense from an operational viewpoint, the Director-General may make a proposal on the modalities of this approach to Council.
		Provisions common to both lump sum payments and reimbursement based on real costs

Article	Applicable to
17.3	STF-C, STF-PL STF-PS, subject to Article 14.12

8. No reimbursement of educational costs shall be made unless admissible costs corresponding to the items of expenditure listed in Article 17.2 paragraph 1, sub-paragraphs a), b) and c) are higher than an amount equivalent to the annual expatriated child allowance. In those cases where reimbursement is made, the amount equivalent to the annual expatriated child allowance shall be deducted from the amount paid.

9. For the expenses relating to lodging, half-board or board and lodging, the corresponding amounts are not payable if the child lives at the staff member's or the other parent's home during the school or academic year. This should also be the case if the accommodation of the child is located in the local commuting area of the staff member or of the other parent.

10. Where the appointment of a staff member begins or finishes during the course of the school or academic year, the education allowance shall be payable pro rata temporis, on the basis of 1/12th for each full month of education as from the date on which the staff member took up duty or up to the termination of appointment.

11. The amounts of any allowance received from other sources (scholarships, study grants, etc.) as well as other reimbursements of school costs from other sources for the education of the dependent child, shall be deducted from the expenditure incurred for education as specified in this Article.

III. Three-year review

1. An assessment of school costs shall take place every three years, in accordance with the method in the appendix of the 276th CCR Report. It shall be based on the evolution of tuition fees of a representative sample of fee-paying schools to be established in each country

Article	Applicable to	
		of education prior to the entry into force of these regulations. 2. In case of a gap of at least 9 per cent between the evolution of the ceilings foreseen under Article 17.2 paragraph 3 and the evolution of the tuition fees as recorded in more than one third of the price samples of the schools in a given country, an adjustment by a multiplying factor at the level of the observed total evolution in tuition fees shall apply for the calculation of the ceiling in that country. In such a case, the follow-up of the tuition fees shall be made again as from the date when data were collected by the ISRP for the three-year review. If the difference is below 9 per cent at a given three-year review, the follow-up of the tuition fees shall be pursued until the next three-year review and shall take into account the periods that have not resulted in an adjustment.
17.4		*IV. Payment of the allowance* 1. A staff member who meets the conditions for the award of the education allowance according to the conditions of Article 17.1 and who wishes to benefit from the education allowance shall inform in writing the Organisation as fully as possible of the expenditures which shall be incurred for the education of each child at the beginning of each school or academic year. 2. At the end of the school or academic year, the staff member shall provide evidence of reimbursable expenditure during the school or academic year in order to allow for the final settlement of the allowance. Unless otherwise stated, production of bills, paid invoices or receipts shall be required for the payment of the allowance based on real costs. 3. The staff member shall inform the Organisation without delay of any change in circumstances which may affect the entitlement to, or the level of, the education allowance and of any similar benefit

Article	Applicable to	
		(scholarships, study grants, etc.) or reimbursement received from another source.
17.5	STF-C, STF-PL STF-PS, subject to Article 14.12	*V. Implementation* 1. For the purpose of implementing the present rules, Council may renew any measure previously approved in the area of the education allowance and take account of exceptional circumstances. 2. Notwithstanding the specific competencies conferred in the provisions above on Council the Director-General shall establish instructions for implementation of these rules.
17.6	STF-C, STF-PL STF-PS, subject to Article 14.12	*VI. Entry into force* These Rules governing the education allowance shall enter into force for school and academic years starting after 1 January 2021.

Article 18: Expatriation allowance[1]

Article	Applicable to
18.1	STF-C
18.2	STF-C
18.3	STF-C
18.4	STF-C

I. Rules applicable to staff recruited prior to 1 January 1996

An expatriation allowance shall be payable to staff members in categories A, L, and B who, at the time of their appointment or – if such appointment follows immediately upon employment in another Co-ordinated Organisation – at the time of their appointment by that organisation meet the following two conditions:

(a) They are not nationals of the State in whose territory their place of employment is situated.

(b) They have not been continuously resident within the territory of that State for at least three years, no account being taken of previous service in their own country's administration or with other international organisations.

This allowance shall also be paid to staff members in the same categories who, although nationals of the State in whose territory their place of employment is situated, have been continuously resident for at least ten years in another State at the time of their appointment, no account being taken of previous service in their home country's administration or with other international organisations.

The rates of the expatriation allowance shall be 20% of the basic salary for staff members in receipt of household allowance and 16% of the basic salary for staff members not in receipt of the latter allowance. In addition, staff members in category B shall be paid a fixed amount depending on grade and family circumstances, as set forth in Annex I to these Staff Regulations.

In no circumstances shall the total of the amounts provided for in paragraph 3 be less than the amount of the expatriation allowance due to a staff member in grade B3, step 1.

[1] New rules applicable to staff recruited on or after 1 July 2012; amendments approved by the Council at its 77th session, June 2012.

Article	Applicable to	
18.5	STF-C	In cases where spouses employed in the same country by the Centre or by another Co-ordinated Organisation are both non-residents and are both in receipt of an expatriation allowance, the allowance shall be fixed at 16% of the basic salary, irrespective of whether one of them is in receipt of the household allowance or not.
18.6	STF-C, STF-PL, STF-PS	*II. Rules applicable to staff recruited between 1 January 1996 and 30 June 2012* The expatriation allowance shall be paid to staff in categories A, L and B who, at the time of their appointment with the Organisation, were not nationals of the host State and had not been continuously resident on that State's territory for at least one year, no account being taken of previous service in their own country's administration or with other international organisations. If an official who has been entitled to the expatriation allowance takes up duty in the country of which they are a national, they shall cease to be entitled to the expatriation allowance.
18.7	STF-C, STF-PL, STF-PS	The rate of the allowance during the first ten years of service shall be as follows: • 18% of basic salary for staff entitled to the household allowance • 14% of basic salary for staff not entitled to the household allowance The allowance shall be calculated on the first step in the grade of recruitment or promotion, irrespective of any increase in the official's basic salary by movement up the incremental scale, and shall be adjusted in the same proportions and at the same date as basic salary.
18.8	STF-C, STF-PL, STF-PS	In years 11, 12 and 13, the allowance at the rate of 18% shall be reduced by one percentage point per year to 15% and the allowance at the rate of 14% shall be reduced by one percentage point per year to 11%. During this period, and thereafter, the allowance shall be adjusted in the same proportions and at the same date as basic salary.

18.9	STF-C, STF-PL, STF-PS	In no circumstances shall the total of the amounts provided for in Articles 18.7 and 18.8 be less than the amount of the expatriation allowance due to a staff member in grade B3, step 1.
18.10	STF-C, STF-PL, STF-PS	If an official who has been employed by one Co-ordinated Organisation takes up duty with another Co-ordinated Organisation or if an official of another international organisation or a member of the administration or armed forces of the country of origin takes up duty with a Co-ordinated Organisation without changing country, the previous service in the host country will be taken into account in determining the application of Articles 18.7 and 18.8.
18.11	STF-C, STF-PL, STF-PS	Where spouses are both non-resident and are both employed in the same country by the same Co-ordinated Organisation, or by two different Co-ordinated Organisations, they shall each be entitled to an expatriation allowance at the rate of 14% whether or not they are entitled to the household allowance or at the rates on the reduction scale which correspond to the number of each spouse's years of service.
18.12	STF-C, STF-PL, STF-PS	Officials already in the service of a Co-ordinated Organisation on 1 January 1996 and receiving the expatriation allowance in force on that date shall, on the occasion of their marriage, be treated in the same way as other serving staff recruited before 1 January 1996.
18.13	STF-C, STF-PL, STF-PS	*III. Rules applicable to expatriate staff recruited prior to 1 July 2012* When any point on the frontier of the country of which a staff member is a national is within a radius of 50 km from the duty station, such a staff member shall not be entitled to the expatriation allowance or the related education allowance and home leave, unless they supply proof of having established their actual and habitual residence in the country of employment or, exceptionally and subject to agreement of the Director-General, in another country of which they are not a national, taking into account family circumstances.

18.14	STF-C, STF-PL, STF-PS	Under special circumstances and for sound and sufficient reasons, exceptions to the rule in Article 18.13 may be made by the Director-General.
18.15	STF-C, STF-PL, STF-PS	*IV. Rules applicable to staff recruited on or after 1 July 2012* The expatriation allowance shall be paid to staff in Categories A, L and B who, at the time of their appointment by the Centre: i) were not nationals of the host State; and ii) had not been continuously resident for at least one year on that state's territory, no account being taken of previous service in their own country's administration or with other international organisations; and iii) were recruited internationally from outside the Co-ordinated Organisations or from outside of the country of assignment; and iv) were recruited from outside the local commuting area of the duty station. The "local commuting area" shall be defined as a radius of 100 km from the duty station.
18.16	STF-C, STF-PL, STF-PS	If an official who has been entitled to the expatriation allowance takes up duty in a duty station where they do not meet these four criteria, they shall cease to be entitled to the expatriation allowance.
18.17	STF-C, STF-PL, STF-PS	If an official who has not been entitled to the expatriation allowance takes up duty in a duty station where they meet these four criteria, they shall begin to be entitled to the expatriation allowance.
18.18	STF-C, STF-PL, STF-PS	If an official who has been employed by one Co-ordinated Organisation and entitled to the expatriation allowance takes up duty with another Co-ordinated Organisation in the same country or if an official of another international organisation or a member of the administration or armed forces of the country of origin takes up duty with a Co-ordinated Organisation without changing country, the provisions of Article 18.15 iii) and iv) shall not apply.

18.19	STF-C, STF-PL, STF-PS	The rate of the allowance during the first five years of service shall be 10 per cent of basic salary. The allowance shall be calculated on the first step in the grade of recruitment or promotion irrespective of any increase in the official's basic salary by movement up the incremental scale and shall be adjusted in the same proportions and at the same date as basic salary.
18.20	STF-C, STF-PL, STF-PS	In years six through ten, the rate of the allowance shall be reduced by two percentage points per year to reach zero in year ten. During this period, the allowance shall be adjusted in the same proportions and at the same date as basic salary.
18.21	STF-C, STF-PL, STF-PS	If an official who has been employed by one Co-ordinated Organisation takes up duty with another Co-ordinated Organisation or if an official of another international organisation or a member of the administration or armed forces of the country of origin takes up duty with a Co-ordinated Organisation without changing country, the previous service in the host country will be taken into account in determining the application of Articles 18.19 and 18.20.
18.22	STF-C, STF-PL, STF-PS	If an official is transferred, either within an Organisation or between Co-ordinated Organisations, to a new duty country where the staff member meets the eligibility criteria, the rate of the allowance and the time period shall be restored to their initial levels and then reduced, as described in Articles 18.19 and 18.20.
18.23	STF-C, STF-PL, STF-PS	Where a spouses are both non-resident and are both employed in the same country by the same Co-ordinated Organisation, or by two different Co-ordinated Organisations, they shall each be entitled to an expatriation allowance at the rate of 10 per cent or at the rates on the reduction scale which correspond to the number of each spouse's years of service.

18.24	STF-C, STF-PL, STF-PS	When any point on the frontier of the country of which the official is a national is within a radius of 100 km from the duty station, such an official shall not be entitled to the expatriation allowance and the related education allowance and home leave unless they supply proof that they have established their actual and habitual residence in the country of service or, exceptionally and subject to agreement by the Director-General, in another country of which they are not a national, taking account of their family circumstances.
18.25	STF-C, STF-PL, STF-PS	Officials receiving the expatriation allowance shall notify the Centre of any change in their place of residence.
18.26	STF-C, STF-PL, STF-PS	Under special circumstances and for sound and sufficient reasons, exceptions to the rule in Article 18.24 may be made by the Director-General.
18.27	STF-C, STF-PL, STF-PS	The reduction to zero of the expatriation allowance shall not disqualify the official for entitlement to the education allowance, the expatriated child allowance or home leave.
18.28	STF-C, STF-PL, STF-PS	*V. Rules applicable to all expatriate staff* Officials entitled to the expatriation allowance who are not in receipt of an education allowance shall receive a supplement to their expatriation allowance for each dependent child, as set forth in Annex I to these Staff Regulations.

Article 19: Installation allowance

Article	Applicable to	
		I. Eligibility
19.1	STF-C, STF-PL	Staff members whose actual and habitual residence at the time of their appointment, for an appointment of at least one year, or of their transfer for at least one year to any premises of the Centre, is more than 100 kilometres away from ECMWF Headquarters or assigned duty station and who can prove and confirm by submitting the appropriate documentation that they have in fact moved their residence in order to take up duty, are eligible for the installation allowance.
19.2	STF-C, STF-PL	Staff members satisfying the conditions laid down in Article 19.1 but who are hired for less than a year and whose appointment or consecutive appointments are extended beyond one year shall also be eligible for the installation allowance.
		II. Basic amount of the allowance
19.3	STF-C, STF-PL	<u>*Staff members not entitled to the expatriation allowance*</u> For staff members not entitled to the expatriation allowance, the basic amount shall equal one month's basic salary, up to a ceiling of £2,215 for the UK, €2,307 for Italy, or €2,735 for Germany.*
19.4	STF-C, STF-PL	<u>*Staff members entitled to the expatriation allowance*</u> For staff members entitled to the expatriation allowance, the basic amount shall equal one month's basic salary, up to a ceiling of £6,093 for the UK, €6,347 for Italy or €7,524 for Germany.* **229th CCR report adopted by Council at its 84th session (December 2014) and 335th CCR report adopted by Council at its107th session (December 2023) with ceilings of expenditure for installation allowance valid for 3 years, from 1 January 2024.*
		III. Supplement for dependants
19.5	STF-C, STF-PL	The spouse of the staff member, within the meaning of these Staff Regulations, or, in the absence of a spouse, the first dependant, within the meaning of these Staff Regulations, shall give right to an increase of the basic

Article	Applicable to	
		amount by 20%. Any other dependant shall give right to an increase of 10%. The increase for dependants shall not exceed 100% of the basic amount.
19.6	STF-C, STF-PL	*IV. Supplement for mobility*
		A supplement for mobility amounting to 75% of the basic amount shall be granted to staff members who settle their actual and habitual residence in a different duty station more than 100 kilometres away as a result of their transfer to any premises of the Centre for at least one year.
		V. Payment of the allowance
19.7	STF-C, STF-PL	The allowance shall be payable when the eligible staff member takes up duty or, at the discretion of the Director-General, as an advance payment.
19.8	STF-C, STF-PL	The supplement for dependants referred to in Article 19.5 is calculated and paid upon justification that each individual related to this increase has settled their actual and habitual residence with the staff member at the duty station.
19.9	STF-C, STF-PL	A staff member who resigns within the year that follows their appointment shall pay back the installation allowance on a pro rata basis for the time remaining to reach twelve months. A staff member who received an advance installation payment, but then never took up work at ECMWF, shall pay back the installation in full.
19.10	STF-C, STF-PL	A staff member shall not pay back the allowance if the Organisation terminates the staff member's appointment within the year following their appointment. However, this provision does not apply when the Organisation terminates the appointment as a result of disciplinary action, in which case the staff member shall reimburse the totality of the allowance.
19.11	STF-C, STF-PL	The allowance shall not be paid back to the Organisation when the staff member is successively reappointed by the same Organisation after the termination of their previous appointment.

Article 20: Rent allowance

Article	Applicable to
20.1	STF-C, STF-PL STF-PS, subject to Article 14.12
20.2	STF-C, STF-PL STF-PS, subject to Article 14.12
20.3	STF-C, STF-PL STF-PS, subject to Article 14.12
20.4	STF-C, STF-PL STF-PS, subject to Article 14.12

A staff member[1] in the categories B and C shall be entitled to a rent allowance provided that the following conditions are satisfied:

(a) The staff member enjoys international status.

(b) The staff member does not own, in the place of the duty station, a dwelling suitable to their grade and family circumstances.

(c) The staff member is the tenant or sub-tenant of furnished or unfurnished premises

(d) The rent paid, excluding all charges, exceeds the proportion of the staff member's emoluments specified in Article 20.4.

The rent allowance shall not be granted to married staff members who do not receive the household allowance, the basic family allowance or the additional dependent child supplement payable to a single parent family.

Staff members shall supply the Director-General, on request, with all information necessary to ensure that the above-mentioned conditions are satisfied and to determine the amount of the allowance to which they are entitled.

The amount of the allowance shall be a proportion of the difference between the actual rent paid, excluding all charges, and the following nominal sums:

- 15% of the emoluments of staff members in category C and of staff members in category B up to and including grade B4
- 20% of the emoluments of staff members in grades B5 and B6

[1] Staff members in grades A1, A2, L1 or L2 who at 1 January 2014 were in receipt of rent allowance will continue to receive rent allowance for their current dwelling. If there is a change in dwelling, rent allowance will not be payable.

20.5	STF-C, STF-PL STF-PS, subject to Article 14.12	The said proportion shall be 50% in the case of unmarried staff members and staff members entitled to the household allowance or the basic family allowance with no dependants, 55% for staff members with one dependant and 60% for those with two or more dependants, provided that in no case shall the amount of the allowance exceed the following limits: • 10% of the emoluments of the staff member concerned in the case of staff members in category C and in grades B1 to B4 inclusive • 5% of the emoluments of the staff member concerned in the case of staff members in grades B5 and B6
20.6	STF-C, STF-PL STF-PS, subject to Article 14.12	For the purpose of this article, emoluments shall be deemed to mean basic salary (including any adjustments granted under the salary adjustment procedure) with the addition of any expatriation, household and language allowance, basic family allowance or additional dependent child supplement payable to a single parent family and with the deduction of contributions to the pension scheme, social security and supplementary health insurance scheme.

Article 21: Language allowance

Article	Applicable to
21.1	STF-C
21.2	STF-C

If staff members in grade B1 or B2 in the course of their employment are required to use more official languages than laid down in their job description and prove good knowledge in those languages, the Director-General may grant a language allowance for the use of each such language.

For each additional language, the amount of the allowance shall be equal to an increase in incremental step in grade B2.

Article 22: Expenses

Article	Applicable to	
22.1	STF-C, STF-P STF-SP: Only applicable if expressly stated in the employment contract.	Staff members shall be entitled, as provided for in Articles 23, 24, 25 and 26, to reimbursement of expenses actually incurred by them on taking up appointment or leaving the service; and also to reimbursement of expenses incurred by them in the course of or in connection with the performance of their duties.
22.2	STF	Advances may be granted to staff members in the following cases: (a) To provide for mission expenses (b) To allow newly recruited staff members to enter into service, to install themselves in the area where they are to be employed and to assist them with their first essential expenses
22.3	STF	The reimbursement of expenses as provided for in Articles 23 and 25 will be refused in whole or in part in the following cases: (a) If all or part of the expenses in question are borne by any other entity, or if such expenses can be met by virtue of a right acquired by the staff member before appointment (b) If the staff member has not presented the request for reimbursement within 12 months of the date of leaving the Centre (c) If the staff member leaves the Centre of their own free will before having completed 12 months' service

Article 23: Travel expenses

Article	Applicable to	
23.1	STF-C, STF-P STF-SP: Only applicable if expressly stated in the employment contract.	A staff member shall be entitled, within the terms of the 'Rules for allowances for staff travelling on duty' as set out in Annex III, to reimbursement of travel expenses actually incurred in the following circumstances: (a) When taking up appointment, for the journey from the place of recruitment or from the current duty station to the place of employment or the new duty station. (b) When taking home leave, for the outward and return journey between the place of employment and the staff member's home (see Article 34). (c) On leaving the service of the Centre, either for the journey from the place of employment to their home or for the journey from the place of employment to any other place, provided that the expenses reimbursed in this case do not exceed those which would have been authorised for travel from the place of employment to their home.
23.2	STF-C, STF-P STF-SP: Only applicable if expressly stated in the employment contract.	A staff member who is entitled to the household allowance, to the basic family allowance or the additional dependent child supplement payable to a single parent family shall be entitled, in accordance with Article 23.1 (a), to the reimbursement of the travel expenses actually incurred by their spouse and dependent children on joining the staff member at the place of employment and for the return journey between the place of employment and the staff member's home when the staff member leaves the service of the Centre.
23.3	STF	A spouse and dependent children for the purposes of this article shall be assimilated to the grade of the staff member concerned.

Article	Applicable to	
23.4	STF-C, STF-P STF-SP: Only applicable if expressly stated in the employment contract.	A staff member shall also be entitled to the reimbursement of travelling expenses in respect of a person in charge of their dependent children, only when such person accompanies the children on the journey and the children are under 13 years of age. However, when a child of a staff member attains the age of 13 years during the time of their appointment, the cost of the return journey of that person may be reimbursed by the Centre.
23.5	STF	The Director-General may, under exceptional circumstances, authorise the payment of travel expenses for other dependants of staff members who have received a dependant's allowance.

Article 24: Transport of remains

Article	Applicable to
24	STF

The Centre shall reimburse the cost of transporting the remains of a staff member from the place of death to their home, or to some other place. The amount reimbursed, however, shall not exceed the cost of transport from the place of employment, or of an official mission, to their home. Reasonable expenses for the preparation of the remains shall also be reimbursed.

Article 25: Removal expenses

Article	Applicable to
25.1	STF-C, STF-P STF-SP: Only applicable if expressly stated in the employment contract.
25.2	STF-C, STF-P STF-SP: Limited amount to be agreed upon and expressly stated in the employment contract.
25.3	STF
25.4	STF

A staff member shall be entitled to reimbursement of expenses actually incurred for the removal of personal effects to a new place of residence, which will not interfere with the performance of their duties at their contractual duty station, on taking up appointment or being transferred, provided that their appointment is confirmed at the end of the probationary period, and on leaving the service.

Reimbursement of expenses incurred for removal of personal effects, including packing, will be made up to the following limits:

Category	**Staff members entitled to household allowance, basic family allowance or additional dependent child supplement payable to a single parent family**	**Others**
A and L	8,000 kg or 40 m^3	4,000 kg or 30 m^3
B and C	4,000 kg or 30 m^3	2,500 kg or 20 m^3

plus 500 kg or 4 m^3 per dependent child.

A staff member shall be required for the purposes of this article to submit to the Director-General, for prior approval, at least two estimates from different removal firms, including insurance costs, and specifying the distance to be covered and the estimated amount of cubic metres or kilograms. The estimates shall not include private motor vehicles. Reimbursement will be met only within the approved estimate.

In principle, the Centre will pay only for two consignments of household effects on first appointment, on each transfer and only one on separation from the Centre except in the case of a dismissal under Article 10.1 (c)..

Article	Applicable to	
25.5	STF	Removal expenses on taking up duty shall not be reimbursed if a staff member separates from the Centre before the removal has taken place. Removal expenses on leaving the Centre shall not be reimbursed if a staff member does not apply for reimbursement within one year of leaving.

Article 26: Mission expenses

Article	Applicable to	
26	STF	Mission travel shall be undertaken where physical presence is core to the purpose of the mission and this purpose cannot be achieved through alternative means. Staff members travelling on mission on behalf of the Centre in accordance with a travel order shall be entitled to reimbursement of travel expenses incurred in carrying out their mission, and to subsistence allowance when applicable, as provided for in Annex III to these Staff Regulations. The Director-General may, for reasons of administrative efficiency, implement a lump-sum approach for travel expenses between an airport or other point of arrival or departure and a duty station.
26.1	STF	The reimbursement of mission expenses will be refused in whole or in part in the following cases: (a) If the expenses in question are borne by any other entity, (b) If the staff member has not presented the request for reimbursement within three months from completing the mission.

Article 27: Indemnity for loss of job

Article	Applicable to
27	STF-C

Termination of a contract by the Centre may, in certain circumstances, give rise to the payment of an indemnity for loss of job. The regulations governing the payment of this indemnity are set out in Annex V.

Implementing instructions:

Staff members who are entitled to an indemnity for loss of job (conditions outlined in Annex V) and who apply and are re-assigned to a project staff position (STF-PL, STF-PS, STF-SP) will not accumulate any entitlement towards this indemnity, for the duration of their new assignment.

Should they return on a STF-C contract (core), the count towards the indemnity for loss of job will resume, excluding the period they were assigned to a STF-PL, STF-PS, STF-SP.

Should they leave the organisation following their assignment on a project, their entitlement will be calculated up to the last day prior to being assigned on a project position.

CHAPTER IV – Pension and supplementary health insurance schemes

Article 28: Pension scheme

Article	Applicable to
28	STF-C, STF-PL STF-PS, subject to Article 14.12

Staff members have to contribute to the pension scheme of the Centre, the rules of which are laid down in the applicable Pension Scheme Rules, as provided in a separate document among the Centre's Basic Documents, which forms part of these Staff Regulations.

Article 28 bis[1]: Supplementary health insurance scheme

Article	Applicable to
28 bis	STF

Current staff members, former staff members in receipt of an ECMWF pension or entitled to a deferred ECMWF pension, and their respective spouses and dependent children ('beneficiaries') are entitled to cover under the ECMWF supplementary health insurance scheme.

Former staff members without any pension entitlement and their respective spouses and dependent children can remain under the cover of the supplementary health insurance scheme for a maximum of twelve months following separation.

Persons in receipt of a survivor's, reversion or orphan's pension can remain under the cover of the supplementary health insurance scheme. Their spouses and respective dependent children are not covered.

Contributions to the supplementary health insurance scheme of the Centre are to be made in accordance with the decisions of the Council and the contract concluded between the Centre and the insurer.

The Centre pays two thirds of the supplementary health insurance premiums, and the staff member or eligible former staff member pays one third.

The Director-General shall provide further instructions to implement this article.

Implementing instruction to Article 28bis

- *For staff members the supplementary health insurance scheme is mandatory.*
- *Former staff members in receipt of an ECMWF pension, who have continued their contribution, can choose to end their contribution and cover, but this decision is irrevocable.*
- *Eligible former staff members without any pension entitlement and their respective spouses and dependent children can remain under the cover of the*

[1] Article 28 bis was adopted as an amendment to the Staff Regulations by the Council at its 30th session (May 1989).

Article	Applicable to	
		supplementary health insurance scheme for a maximum of twelve months following separation, provided the former staff member expressly notifies the Centre of their request to maintain their cover before their separation comes into effect, and continues to pay the full cost of the supplementary health insurance scheme. Any subsequent decision to opt out of the supplementary health insurance scheme is irrevocable. • *Former staff members entitled to a deferred ECMWF pension, their respective spouses and dependent children can remain under the cover of the supplementary health insurance scheme for the duration of the deferment period, provided that the former staff member expressly notifies the Centre of their request to maintain their cover before their separation comes into effect, and continues to pay the full cost of the insurance. Any subsequent decision to opt out of the supplementary health insurance scheme is irrevocable.*

Article 28ter: Supplementary health insurance scheme

Article	Applicable to
28ter	STF

Beneficiaries of the supplementary health insurance scheme are entitled to cover under the long-term care scheme. This does not apply to former staff members separating from the Centre without any pension entitlements and their respective spouses and dependent children.

The scheme will be applicable to those who are active staff members as well as their respective spouses and dependent children on or after the implementation date of the insurance contract as announced by the Centre. It will not be applicable to those who were former staff members in receipt of an ECMWF pension or with a deferred pension entitlement before that date.

Contributions to the long-term care scheme of the Centre are to be made in accordance with the decisions of the Council and the contract concluded between the Centre and the insurer.

The Centre pays two thirds of the long-term care scheme premiums, and staff members and eligible former staff members pay one third.

The Director-General shall provide further instructions to implement this article.

Implementing instruction to Article 28ter

- *For active staff members, former staff members in receipt of an ECMWF pension or with a deferred pension entitlement, and their respective spouses and dependent children, who are covered by the health insurance scheme, the long-term care scheme (LTC) is mandatory. They can opt-out of the LTC if they provide proof of an alternative long-term care cover. Subject to a medical examination, they have the option to opt-in again if they remained on the supplementary health insurance.*
- *LTC cover always ends if and when health insurance cover ends.*
- *LTC cover will end already at the moment of separation for former staff members without any pension entitlement and their respective spouse and dependent children even if their health insurance cover*

Article	Applicable to

continues for up to the maximum of twelve months following separation.

- *Former staff members with a deferred pension entitlement, their respective spouses and dependent children, who remain on the supplementary health insurance scheme, will remain under the cover of the long-term care scheme from the moment of separation to the moment at which the eligible former staff member is in receipt of an ECMWF pension, provided they pay the full cost of the insurance.*

CHAPTER V – Working conditions

Article 29: Working hours and absence

Article	Applicable to
29.1	STF
29.2	STF
29.3	STF
29.4	STF

The normal working hours shall be from Monday to Friday inclusive and shall total 40 hours. For the purpose of calculating the number of hours worked in any one week, the week shall be considered to commence on Sunday.

The special provisions which apply to staff members employed part-time are set out in Annexes VIII and IX.

If the exigencies of the work make it necessary, a staff member may be required to work overtime and/or to work in a shift system which may involve night work and/or work on a Saturday or on official holidays.

For the purpose of the articles of Chapter V, the hourly rate will be assessed by dividing the monthly basic salary by 173.

Unauthorised and unexplained absence shall have one or more of the following consequences:

- Equivalent deduction from the Annual Leave balance of the staff member concerned. If they have used up their annual leave, they shall be placed on Unpaid Leave for an equivalent period.
- Render a staff member liable to disciplinary action under Article 37.
- Where such absence exceeds 14 calendar days, the staff member shall be considered to have abandoned their post and their service with the Centre shall be deemed to have ceased on the first day of absence.

Implementing instruction to Article 29.4

Abandonment of post is a separation initiated by the staff member other than by way of resignation.

Separation will take effect after 14 days of unauthorised or unexplained absence unless the staff member is able to provide satisfactory evidence that such absence was involuntary and was caused by forces beyond their control or if the organisation has substantiated reasons

Article	Applicable to

to believe that the staff member was not in a position to respond in a timely manner.

In case of unauthorized and unexplained absences the organisation will attempt to contact the staff member using the contact details supplied by the staff member to request to report for duty and to obtain an explanation of their absence.

If the staff member fails to comply with the request, the abandonment of post will result in separation at the end of the 14 day period.

Separation for abandonment of post is not a termination and therefore the staff member will not be entitled to any notice of termination or the payment of loss of job indemnity.

Article 30: Official holidays

Article	Applicable to
30.1	STF
30.2	STF
30.3	STF

The Director-General shall establish holidays to be observed at each duty station. They can be consonant with national public holidays.

If the exigencies of work make it necessary for a staff member to work on an official holiday, one day's holiday will be granted in compensation.

When a holiday falls on a Saturday or Sunday, the Director-General may designate another day in lieu.

Implementing Instruction (Article 30):

When establishing the list of official holidays, the Director-General can take the following considerations into account:

ECMWF holidays should aim

- *to follow official holidays applicable to the national civil service at the duty station;*
- *to ensure equity between the different duty stations;*
- *to allow seamless operations across the Centre; and*
- *for no less than 10 days of official holidays per duty station.*

Article 31: Overtime and night work[1]

Article	Applicable to
31.1	STF
31.2	STF
31.3	STF
31.4	STF
31.5	STF
31.6	STF

Compensation will be given, under the conditions laid down in this article, to staff members in the categories B and C who, provided that prior authorisation has been given by a proper authority, have worked as follows:

- In excess of the normal working week as defined in Article 29
- During night hours
- On weekend-days or official holidays

I. Overtime

As little overtime as possible shall be worked. No staff member shall be required, other than for exceptional reasons, to work more than 15 hours of overtime in any week, or more than 30 hours in any month.

Overtime shall entitle the staff member concerned to corresponding compensatory leave or, if this is not possible due to heavy workload within the Centre, to the payment of overtime at the rate of 133% of the hourly rate of the basic salary.

II. Night work

Hours worked between 22:00 and 07:00 shall be paid as night work. However, if these hours are an uninterrupted extension of the normal working day, they shall be considered as night work only insofar as they overlap at least one hour of the night work period.

Hours of night work not exceeding the normal working hours as specified in Article 29.1 shall entitle the staff member concerned to additional pay equal to 50% of the hourly rate of the basic salary.

Overtime worked at night which cannot be compensated by time off in lieu shall be paid at the rate of 150% of the compensation for overtime worked on a week-day.

[1] The Council approved the amendments to this article, as contained in Amendment 2 (May 1980).

31.7	STF
31.8	STF
31.9	STF
31.10	STF
31.11	STF

III. Work on weekend-days

Hours worked on a Saturday or Sunday not exceeding the normal working hours as specified in Article 29.1 or hours worked on an official holiday, shall entitle the staff member concerned to additional pay equal to 50% of the hourly rate of the basic salary.

Overtime worked on a Saturday or Sunday which cannot be compensated by time off in lieu shall be paid at the rate of 150% of the compensation for overtime worked on a week-day.

Hours attracting a higher rate of pay under Articles 31.4, 31.5 and 31.6 will not, in addition, attract a higher rate under Articles 31.7 and 31.8.

IV. General conditions

Payment for overtime, night work and work on a weekend-day or official holiday, worked in the course of any month, shall be made not later than together with payment of the remuneration for the next month but one.

Staff members in categories A and L are not entitled as a general rule to compensatory pay or leave for overtime, night work or working on weekend-days. However, as an exception, if such staff members are repeatedly called on to work substantially longer hours than the normal working week, the Director-General may grant them compensatory leave, corresponding to not more than the number of overtime hours worked, to be added to the normal leave.

Article 32: Shift work[1]

Article	Applicable to	
32.1	STF	Staff members may be required to work within one or several teams operating a continuous shift cycle. A shift cycle will be a period of time (several weeks), in which a shift team will progress through a sequence of shifts (e.g. day, evening, night and weekend shifts or any combination of these), so returning to the commencement point. The shift cycle will normally be mutually determined between the Director-General and the staff members concerned. If an agreement cannot be reached, the Director-General shall determine a shift cycle that is reasonable and fair, taking into account the requirements of the Centre and the concerns of the staff members.
32.2	STF	When a staff member works as a member of a shift team, they shall be entitled to an allowance.
32.3	STF	The allowance for a specific shift cycle will be a percentage of the basic salary and will be defined by the number of hours worked during the average shift cycle. For evening, night and weekend hours and for off-shift periods, the following correction factors will be used (for evening, night and weekend hours because of the inconvenience of working during these hours, and for off-shift periods because of taking into account leave, time of training and sick leave):

Working day hours	(07:00–20:00):	1.00
Evening hours	(20:00–24:00):	1.6
Night hours	(24:00–07:00):	1.8
Weekend hours	(Saturday 00:00–Sunday 24:00):	1.8
Off-shift periods		0.8

[1] Article 32, paragraphs 1 and 7 was amended by the Council at its 73rd session (June 2010).

Article	Applicable to	
		Annex IV shows some examples of different shift cycles.
32.4	STF	A staff member who normally works in a shift cycle and who is given temporary duties which do not involve shift work and which continue for one calendar month or more will not receive the shift allowance for any of the period.
32.5	STF	A staff member on sick leave for more than four consecutive weeks will not be paid the shift allowance from the first day of the fifth week onwards.
32.6	STF	All weekend shifts are considered as normal duties and they do not attract any overtime entitlement.
32.7	STF	The average working week shall not exceed 40 hours. The staffing of a shift cycle shall normally be determined at least one month in advance. The maximum number of hours worked in any one week should not be scheduled to exceed 60 hours.
32.8	STF	Staff members working in a shift cycle on an official holiday (see Article 30) will be compensated for these days on a day-to-day basis, the time to be added to the normal leave. For these hours, the correction factor for weekend work shall apply.
32.9	STF	No shift in any shift cycle may exceed 12 hours. In any one shift a break of maximum 20 minutes will be considered as part of the working hours.
32.10	STF	If for any reason a staff member has to work hours in excess of the shift hours applicable to them in a particular shift, they will be entitled to compensation for overtime and/or night work in conformity with Article 31.

CHAPTER VI – Leave

Article 33: Annual leave

Article	Applicable to	
33.1	STF	Staff members shall be entitled to paid annual leave at the rate of 2½ working days for each month of service completed.
33.2	STF	Leave entitlement will accrue on the basis of the total length of service completed, including any period of sick leave or annual leave, as well as any period of notice, even though not actually worked.
33.3	STF	A staff member will normally be entitled to annual leave during the calendar year in which it accrues. However, a surplus may be carried forward to the following year, up to a maximum of half the normal yearly entitlement.
33.4	STF-C, STF-PL, STF-PS	If a staff member leaves the Centre and has not been able to take all the annual leave due to them, including the days carried forward as foreseen in Article 33.3, they shall be entitled to a corresponding payment of one thirtieth of the monthly emoluments they are receiving at that date for each day of the leave accumulated. In no case can such leave be accumulated in excess of one month's emoluments.
33.5	STF	If a staff member is granted annual leave in advance and upon leaving the Centre has taken leave in excess of the leave due to them, a corresponding charge will be made against the emoluments due to them on separation.
33.6	STF	Annual leave does not accrue to staff members while on leave without pay, during unauthorised absence or on sick leave for more than six consecutive months.
33.7	STF	Where, during annual leave, a staff member suffers from an ailment that would have kept them away from work, the annual leave entitlement shall be extended by the period of incapacity duly established by a medical certificate.

Article 34: Home leave

Article	Applicable to	
34.1	STF-C, STF-PL STF-PS, subject to Article 14.12	Staff members who are entitled to the expatriation allowance are entitled to home leave, with the exception of staff members who, at the time of their recruitment, were nationals of the country in which they are serving, and of no other country.
34.2	STF-C, STF-PL STF-PS, subject to Article 14.12	The period of home leave shall be four additional days of annual leave per calendar year. Where an entitlement of a staff member is established during a given year, the period of leave will be calculated in proportion to the remaining duration until the end of the calendar year.
34.3	STF-C, STF-PL STF-PS, subject to Article 14.12	The entitlement covers the staff member concerned, their spouse, if the staff member is entitled to the household allowance or the basic family allowance[1], and the dependent children. [1]The entitlement will continue to cover the spouse of the staff member also after the payment of the basic family allowance will reach zero after ten years of service.
34.4	STF-C, STF-PL STF-PS, subject to Article 14.12	A staff member entitled to home leave shall receive each calendar year a Home Leave Allowance, aimed at covering 50% of travel expenses, but not subsistence allowance for the time of leave including travel time, to and from the place where the staff member spends the home leave, for those referred to in Article 34.3. The Director-General will determine the method of calculation to implement these provisions. Where an entitlement of staff members, their spouses or partners and dependent children is established during a given year, the payment will be calculated in proportion to the remaining duration until the end of the year.
34.5	STF-C, STF-PL STF-PS, subject to Article 14.12	a) The home leave location for the purpose of calculating the Home Leave Allowance of staff members shall be the place within the Member or Co-operating States with which they have the strongest ties outside the country of employment.

Article	Applicable to	
		b) The Director-General shall determine this place having regard to: • the staff member's nationality; and • the place of residence of the staff member's family; and • the place of their upbringing; and • any place where they possess property. c) In the case of doubt, or in the absence of a specific place, the Director-General may decide that the place used for the purpose of establishing the Home Leave Allowance be the capital of the Member or Co-operating State of which they are nationals. d) Where a staff member, who is not a national of a Member or Co-operating State, has been recruited by exception in accordance with Article 4.8 and no place within a Member State or Co-operating State can be identified on the basis of above paragraphs a), b) and c), the Home Leave Allowance can be established, by exception, on the basis of a location in a third country if the staff member has provided conclusive evidence of their strongest tie to this location.
34.6	STF-C, STF-PL STF-PS, subject to Article 14.12	Where spouses are both employed by the Centre or where the spouse of a staff member is employed in the same country by one of the other Co-ordinated Organisations and both are entitled to home leave, only one Home Leave Allowance will be paid per household, calculated on the basis of the more expensive home leave destination.

Article 35: Sick leave and partial invalidity[1]

Article	Applicable to	
35.1	STF	Staff members who feel unable to carry out their duties by reason of sickness or accident must inform the Human Resources Section as soon as possible. When staff members resume their duties after a period of absence, they shall inform the Human Resources Section immediately. In the subsequent paragraphs of this article, sick leave includes periods of absence owing to accident not covered by Article 35.16.
35.2	STF	A staff member on sick leave for more than three consecutive days may be required to produce a medical certificate.
35.3	STF	[Deleted]
35.4	STF-C, STF-PL STF-PS, subject to Article 14.12	A staff member shall be entitled to paid sick leave for a maximum period of nine months, either in one unbroken period or in several periods within two consecutive years where these periods of sick leave are related to the same cause. During such periods of paid sick leave, staff members shall retain full rights to their basic salary and to advancement to a higher step.
35.5	STF-PS unless Article 14.12 applies STF-SP	A staff member shall be entitled to paid sick leave for a maximum period of nine months, either in one unbroken period or in several periods within eighteen consecutive months where these periods of sick leave are related to the same cause, provided that such periods of paid sick leave shall not extend beyond the end of the contract period. During such periods of paid sick leave, staff members shall retain full rights to their remuneration or basic salary and to advancement to a higher step, whichever is applicable in accordance with the employment contract.

[1] The Council approved the amendments to this article, as contained in Amendment 2 (May 1980).

Article	Applicable to	
35.6	STF-C, STF-PL STF-PS, subject to Article 14.12	If on the expiry of the maximum period of sick leave as defined in Article 35.4, the staff member is still unable to perform their duties, the sick leave will become a period of extended sick leave, for a maximum of three months. During this period the staff member shall cease to be entitled to advancement, annual leave and home leave, and shall be entitled to half the basic salary received on the expiry of the maximum period of sick leave as defined in Article 35.4, or to 120% of the basic salary appropriate to grade C1, step 1, whichever is the greater. Not later than at the end of this period, the Invalidity Board, the composition of which shall be as defined in the Pension Scheme Rules, shall decide on the degree of invalidity of the staff member that permanently prevents them from fully resuming duties.
35.7	STF-C, STF-PL STF-PS, subject to Article 14.12	Where the absence of a staff member is the result of a serious illness, the periods given in Articles 35.4 and 35.6 shall be two and three years respectively. For the purpose of this article a serious illness is an illness that, based on a medical assessment by a qualified medical doctor, either: • is likely to cause permanent impairment or death without specialized medical intervention; or • requires intensive medical treatment delivered continuously or at very frequent intervals; or • causes severe impairment of basic functions of life.
35.8	STF-C, STF-PL STF-PS, subject to Article 14.12	If the Invalidity Board recognises a staff member to be suffering from permanent invalidity which partly prevents them from performing the duties attached to their employment, the staff member will resume duties, but subject to a relevant reduction in working hours. As from the date on which they resume their duties, the staff member shall again be entitled to advancement to a higher step and to annual and home leave. The salary for staff members who return to work part-time due to permanent partial invalidity shall be calculated as follows: a proportion, equal to the fraction of the normal hours actually worked, of the basic salary appropriate to their grade and step, and a proportion equal to that fraction of

Article	Applicable to	
		the normal working hours not worked, of the salary received during extended sick leave (see Article 35.6).
35.9	STF-C; STF-PL STF-PS, subject to Article 14.12	During sick leave and extended sick leave under article nos. 35.4 and 35.6, the staff member shall retain the right to the appropriate allowances and to benefits under the pension scheme. Contributions to this scheme shall be calculated in relation to the basic salary actually received during such periods, but reckonable years of service shall be counted at the full rate.
35.10	STF-C, STF-PL STF-PS, subject to Article 14.12	A staff member who has taken the option as provided for in Article 12.2, and leaves the Centre while covered by Article 35.8, will continue to receive that proportion of their last salary reflecting the fraction for which they are authorised not to work, plus an amount equal to 14% of the basic salary they actually receive, until they reach the retirement age as laid down in Article 9.1.
35.11	STF-C, STF-PL STF-PS, subject to Article 14.12	In the event of absence because of occupational disease or an accident at the place of work or on the direct journey from a staff member's normal place of residence to work and back, arising from the staff member's activities at the Centre or resulting from a public-spirited act or from risking their life to save another human being, a staff member will have no reduction made in their remuneration in the cases referred to in Articles 35.6, 35.7 and 35.8. If the staff member has taken the option referred to in Article 12.2, the provisions of Article 35.8 and 35.10 will start to apply from the date they leave the Centre.
35.12	STF-C, STF-PL STF-PS, subject to Article 14.12	Where a former staff member covered by Article 35.10 is gainfully employed, the payments received from the Centre shall be reduced by the amount by which this payment, together with the remuneration received from the said employment, exceeds the salary for the highest step in the grade the staff member held at the time of leaving the Centre plus 14%. Any payment to a former staff member is conditional upon their obligation to notify the Centre, at the end of each year, of any gainful employment and of the amount of remuneration received from such employment during the year in question.

35.13	STF-C, STF-PL STF-PS, subject to Article 14.12	The Centre may request former staff members covered by the provisions of this article to be periodically medically examined by the Invalidity Board to ascertain that the conditions for the relevant entitlements are still satisfied. The costs of these examinations will be fully borne by the Centre. When a former staff member ceases to satisfy the conditions for entitlements under this article, the Centre shall terminate the relevant payments.
35.14	STF-C, STF-PL STF-PS, subject to Article 14.12	Where a staff member is recognised by the Invalidity Board to be permanently incapable of totally performing their duties, the extended sick leave period shall be until the first day of the month following the decision of the Invalidity Board and Article 35.6 to Article 35.11 shall continue to apply until that date. Thereafter, the provisions of the pension scheme regarding the invalidity pension shall apply.
35.15	STF-C, STF-PL STF-PS, subject to Article 14.12	The staff members' contribution to the scheme provided for in Article 35.8 and following shall be 0.2% of their basic salaries and shall be deducted monthly. This contribution shall cease to be payable from the date on which a staff member becomes eligible to payments under these provisions.
35.16	STF	Any staff member exposed to a serious contagious disease must submit a medical certificate stating the disease and date of diagnosis. The Director-General, on advice from a medical doctor, may require the staff member not to come to work during the period when transmission of the disease is most probable, but to remain at the Centre's disposal. Such absence will not count against sick or annual leave. If a member of a staff member's family, living with them, is suffering from a serious contagious disease, the Human Resources Section must be informed.

Article 35 bis: Medical examination; compulsory sick leave in exercise of duty of care

Article	Applicable to
35 bis	STF

Any staff member may at any time be required to undergo a medical examination by a medical doctor designated by the Director-General at the expense of the Centre. As a result, they may be required to take sick leave in the interests of the staff member's health or the health and/or safety of others.

Before the results of a requested medical examination are available, the Director-General may also take reasonable preventative actions to protect the health and/or safety of the staff member or others.

Article 36: Special, maternity and adoption leave

Article	Applicable to	
36.1	STF	Special leave with pay, the duration of which is left to the discretion of the Director-General, taking into account particularly any necessary travelling, may be granted, in particular in the following cases, and up to the following maximum number of working days: (a) For important family reasons Marriage of a staff member — 5 days Marriage of a child — 2 days Bereavement, taking into account the nature of the relationship and circumstances — 5 days Caring responsibilities for a dependant or a person with whom the staff member has a close personal relationship and who relies on the staff member for care due to serious illness — 5 days (b) For personal reasons Examinations — 8 days Household removal — 3 days National elections or referenda in a staff member's home country and civil duties administration — 1 day
36.2	STF	Special leave with full or part pay, or without pay, may be granted by the Director-General for exceptional or urgent private reasons.
36.3	STF	Unpaid leave taken by a staff member will affect correspondingly the date on which they may become entitled to the next annual increment and home leave due to them.
36.4	STF-C; STF-P, STF-SP (provided the staff member has worked at the Centre for at least six months)	A staff member will be granted paid parental leave on full pay upon the birth of their child. Paid parental leave shall be 6 weeks and is expected to be taken in close proximity to the birth. Paid parental leave granted to the staff member shall be increased by two weeks in the case of multiple births or in the case where the child would give rise to the staff member to become eligible for payment of the disabled child allowance or the disabled child supplement or the severely disabled child supplement.

Article	Applicable to	
		Provided that such an arrangement is compatible with the requirements of the service, the paid parental leave can be fractioned throughout the first year following the birth of the child.
36.5	STF	In addition to Article 36.4, pre- and postnatal leave of 14 weeks on full pay and not to be charged against sick or annual leave shall be granted to a birth mother on production of an appropriate medical certificate. Prenatal leave shall normally begin no earlier than 6 weeks before the expected date of birth. Postnatal leave shall commence automatically on the date of birth. Pre- and postnatal leave may not be deferred or substituted by sick leave or any other form of leave.
36.6	STF-C STF-P, STF-SP (provided the staff member has worked at the Centre for at least six months)	A staff member who adopts one or more children becomes entitled to paid adoption leave. Adoption leave shall consist of 13 weeks with full pay. In case of hardship the Director-General can allow this to be increased to up to 20 weeks. When both parents are staff members the adoption leave shall be limited to a total of 26 weeks, out of which 14 weeks can be divided between them as they wish, and 6 weeks are reserved for each parent. Adoption leave shall not be granted in the case where a staff member started the adoption procedure for a child that had already been mainly resident with the staff member for more than six months at that time. Provided that such an arrangement is compatible with the requirements of service, the paid adoption leave can be fractioned throughout the first year following the adoption of the child.
36.7	STF-C; STF-P, STF-SP (provided the staff member has worked at the Centre for at least six months)	A staff member shall be entitled to a maximum of six months of unpaid parental leave per dependent child until the child's seventh birthday. If the staff member's child is disabled or has a serious long-term illness, unpaid parental leave may be taken until the child's sixteenth birthday. Such leave can be fractioned per month and shall not be considered as a service period under Articles 18.19 and 18.20.

Article	Applicable to	
36.8	STF	The Director-General may request appropriate documentation, such as e.g. certificates of vital records, to assess and approve leave requests under this Article 36.

CHAPTER VII – Disciplinary measures

Article 37: Disciplinary measures

Article	Applicable to
37.1	STF
37.2	STF
37.3	STF
37.4	STF

Disciplinary measures may be taken by the Director-General against a staff member guilty of misconduct in the course of duty or otherwise.

In the performance of their duties, as referred to in Article 19 of the Financial Regulations of the Centre, the Financial Controller and their deputy are exempt from the disciplinary authority of the Director-General. Under the provisions laid down and referred to in Article 27(2) of the Financial Regulations, the Financial Controller and their deputy shall render themselves liable to disciplinary action and, where appropriate, to payment of compensation before the Council, which shall ask the opinion and advice of the Appeals Board of the Centre prior to making its decision.

Disciplinary measures include the following:

(a) Oral warning

(b) Written censure

(c) Withholding of an annual salary increment

(d) Deduction from salary in the case of conduct causing loss to the Centre or damage to its property

(e) Suspension from duties

(f) Dismissal

When a proposal is made that a disciplinary measure under Article 37.3 (b), (c), (d), (e) or (f) be taken against a staff member, the staff member shall be notified immediately in writing. Such notification shall be accompanied by the documents relating to the grounds of the complaint against them. The staff member concerned may submit comments in writing.

37.5	STF	If a charge of serious misconduct is made against a staff member and the Director-General considers that the charge is prima facie well founded and that the staff member's continuance in office pending an investigation would prejudice the Centre, the staff member concerned may be immediately suspended from their functions pending investigation, with full, partial, or without pay, at the discretion of the Director-General. If a staff member is found not guilty, any reduction in pay which they may have suffered shall be restored.

Article 38: Disciplinary Board

Article	Applicable to	
38.1	STF	Within ten working days of being notified as provided for under Article 37.4, the staff member concerned may request in writing that the case be examined by a Disciplinary Board, where the proposed disciplinary measure is more severe than an oral warning. The Disciplinary Board is established by the Director-General and shall convene within 15 working days, but no later than 30 working days, following the request.
38.2	STF	The Disciplinary Board shall consist of: (a) a director or deputy director of department (or equivalent) to be nominated by the Director-General, as Chair; (b) a staff member nominated by the Director-General; (c) a staff member nominated by the Staff Committee; and, in an advisory capacity: (d) the Head of Human Resources or their deputy; (e) the Chair of the Staff Committee or their deputy.
38.2 bis	STF	No person on the Disciplinary Board shall have any actual or perceived conflict of interest, such as e.g. a direct hierarchical link with the staff member concerned. Such a conflict shall be reported to and be resolved by the Director-General in the case of Article 38.2(a), (b), and (d), and by the Staff Committee in the case of Article 38.2(c) and (e), as appropriate. The Chair of the Disciplinary Board appoints a Secretary of the Board to compile the case file, take minutes, advise on procedural matters and draft the advisory opinion for the Disciplinary Board. The Secretary of the Board must have a relevant legal or HR background.
38.3	STF	The Disciplinary Board shall take note of all the documents relevant to the case. It shall listen to the staff member concerned. The staff member concerned may be aided or be represented for this purpose by a current or former

Article	Applicable to	
		staff member. The Centre will not reimburse expenses accrued in relation to any aid or representation. Staff members have a duty to cooperate with the Disciplinary Board. They cannot refuse to testify or disclose information available to them, unless (1) they would incriminate themselves and/or their spouse, registered partner, or a relative in the first degree; or (2) if they would need to reveal information classified as confidential by ECMWF and the Director-General withholds permission in whole or in part for the release of such information for service reasons. .
38.3 bis	STF	Minutes will be approved by the Disciplinary Board. Any comments the staff member concerned may have will be recorded separately.
38.4	STF	The Disciplinary Board together with the Secretary shall deliberate in private. The proceedings as well as the case file of the Disciplinary Board are confidential.
38.5	STF	The Disciplinary Board shall submit one advisory opinion to the Director-General of the proposed disciplinary measures, if any. If the advisory opinion is not made unanimously, the dissenting opinion must be appended to the advisory opinion of the majority. The advisory opinion, together with the dissenting opinion, if any, is shared with the staff member concerned for information.
38.6	STF	The Director-General must adopt, within 30 working days following the receipt of the advisory opinion of the Board, a decision on a disciplinary measure, if any, taking into account the advisory opinion. The decision must include express reasons if the Director-General disagrees with the Board's advisory opinion.

CHAPTER VIII – Appeals Board

Article 39: Appeals Board

Article	Applicable to	
39.1	STF	An Appeals Board shall be set up.
39.2	STF	The Appeals Board shall have the authority to settle disputes arising out of these Staff Regulations or of the contracts provided for in Article 5. To this end, it shall have jurisdiction with regard to appeals brought by staff members or by former staff members or by their heirs and assigns against a decision of the Director-General. It shall have no jurisdiction in any matter which falls under the jurisdiction of the review mechanism provided for under the Centre's personal data protection rules.
39.3		Appeals shall be admissible only if the Centre's dispute resolution procedures have been exhausted, if such procedures are applicable and if the Claimant and the Director-General did not agree otherwise.
39.4		Under the provisions laid down and referred to in Article 27(2) of the Financial Regulations, the Appeals Board shall, on request by the Council, advise on any disciplinary action to be taken against the Financial Controller and their deputy.
39.5		The Appeals Board should be composed of six members. All members elect a Chair and a Deputy Chair every two years. Re-election is permissible. The Deputy Chair serves as regular member, but shall assume the Chair's responsibilities in their absence. The Appeals Board shall sit in a panel of three members, including the Chair, to hear an appeal. In exceptional cases, the Chair, following consultations with the members, can decide that the Appeals Board can sit in a plenary panel of five members, including the Chair. There shall be an Appeals Board Secretariat, composed of a Secretary and, if needed, assistants to the Secretary.
39.6		After an appeal has been lodged, the Chair will promptly establish a panel by choosing two or four additional members by rotation, subject to availability. Deputy members are appointed to the panel accordingly, if needed. If the similarities of two or more cases so require,

Article	Applicable to	
		the Chair may decide to establish identical panels for such appeals. The Chair will inform the Secretariat and the Parties in due time of the composition of the panel.
39.7		An Appeals Board panel, in the formation as initially established by the Chair for each appeal, is competent to hear the appeal even after the expiry of the term of any one or more of its members.
39.8		The members of the Appeals Board shall be appointed by the Council from a list proposed by the Director-General following internal consultations, composed of candidates who must be independent from ECMWF and have a background in international legal matters. They should have different nationalities. They are appointed for a term of three years. Reappointment is permissible. If any member is at any time unable to continue to serve, a new appointment shall be made for a full term.
39.9		On the occasion of the first introduction of this article, all sitting members of the Appeals Board and their deputies have to be reappointed by Council. The members of the Appeals Board shall be reappointed for a term of three years, their deputies for an initial term of one year.
39.10		Before taking up their duties, each member of the Appeals Board shall take an oath that they will perform all duties impartially and conscientiously, and will preserve the secrecy of the deliberations in the Appeals Board.
39.11		If a member of the Appeals Board has concerns about their impartiality or wants to avoid a conflict of interest, they should recuse themselves for the duration of an appeal and notify the Chair and the Parties. Either Party to the appeal, the Claimant and the Centre represented by the Director-General as the Respondent, may file a motion to recuse a member of an Appeals Board panel for the duration of an appeal where there are concerns about a lack of impartiality or a conflict of interest. Evidence must be produced to support the motion.

Article	Applicable to	
		The other Party and the member of the Appeals Board, who is subject of the recusal motion, may file their own written submissions on the motion within seven days upon notification. The motion will halt the appeal and all deadlines until it is decided by a ruling. A ruling can only be taken by three members of the Appeals Board excluding the subject of the recusal motion. The ruling is final.
39.12		No meeting of an Appeals Board panel is in order unless the three members referred to in this article are present.
39.13		The members of the Appeals Board shall be fully independent in the exercise of their duties.
39.14		Appeals Board members receive remuneration and reimbursement for expenses. The remuneration shall be determined by the Council and reviewed at least every three years. Expenses shall consist of travel expenses and a daily subsistence allowance, both calculated on the basis of the provisions of Article 23 and Annex III of the Staff Regulations.
39.15		The Secretary of the Appeals Board and the assistants shall be appointed and removed by the Director-General in agreement with the President of the Council.
39.16		In the exercise of their duties, the Secretary and their assistants shall be subject only to the authority of the Appeals Board. The Centre shall provide the Secretariat with all necessary resources and training. The work of the Secretary and their assistants shall be considered to be part of their official duties.
39.17		The conditions under which appeals may be made and the procedure are laid down in Annex VII of these Regulations.
39.18		The Appeals Board shall establish its own rules, subject to the provisions of this article and Annex VII.

CHAPTER IX – Staff Association

Article 40: Staff Association

Article	Applicable to	
40.1	STF	There shall be a Staff Association consisting of all staff members. Under a procedure approved by the Director-General, the Association shall elect annually a Staff Committee to serve as executive agent of the Association.
40.2		The purpose of this Committee shall be as follows: (a) To protect the professional and social interests of the staff members (b) To submit proposals to improve the general position of staff members (c) To give its opinion and/or advice when it is consulted by the Director-General or on its own initiative (d) To promote social, cultural and athletic activities among the staff members (e) To represent the staff members in relation to staff associations of other international organisations
40.3		The Director-General shall take the necessary steps to ensure constant liaison with the Staff Committee.
40.4		The Staff Committee shall be bound to give its opinion on proposed regulations, whether or not they shall form a part of these Regulations. The Staff Committee may bring to the notice of the Director-General, and the Director-General should likewise refer to the Staff Committee, any question of a general nature affecting the interests of the staff members or arising out of these Regulations, including questions arising out of their application in individual cases. In all cases under this paragraph, the Staff Committee shall state its opinion on a matter within 15 working days of being seized thereof, except that by mutual agreement a shorter or longer period may be decided upon in exceptional cases.

40.5		The Staff Committee may communicate to the Council or its subordinate Bodies in writing any proposal or opinion regarding matters affecting the social, financial or professional interests of all or part of the staff members and dealt with in meetings of these Bodies. The communications in question shall be transmitted through the Director-General, who shall immediately forward them to the Body concerned. Hearings of the Staff Committee's representative by the Council or its subordinate Bodies shall be in the presence of the Director-General. The work of the members of the Staff Committee shall be considered to be part of their official duties.

ANNEX I - Monthly basic salaries and other elements of remuneration

Basic salary grade as from 1 January 2026 (net of tax) in GBP (UK)*

UNITED KINGDOM (ECMWF)

Monthly Basic Salary Scale	1 January 2026								Currency : GBP				Increment by step of	
Grade/Step	1	2	3	4	5	6	7	8	9	10	11	Grade/Step	12 months	24 months
A 7	13 674.27	14 132.03	14 589.79	15 047.55	15 734.41	16 421.27						A 7	457.76	686.86
A 6	12 491.54	12 836.60	13 181.66	13 526.72	14 044.80	14 562.88	15 080.96	15 599.04				A 6	345.06	518.08
A 5	10 568.11	10 864.21	11 160.31	11 456.41	11 752.51	12 048.61	12 492.23	12 935.85	13 379.47	13 823.09	14 266.71	A 5	296.10	443.62
A 4	9 125.10	9 362.82	9 600.54	9 838.26	10 075.98	10 313.70	10 670.08	11 026.46	11 382.84	11 739.22	12 095.60	A 4	237.72	356.38
A 3	7 854.32	8 075.78	8 297.24	8 518.70	8 740.16	8 961.62	9 293.65	9 625.68	9 957.71	10 289.74	10 621.77	A 3	221.46	332.03
A 2	6 365.34	6 536.61	6 707.88	6 879.15	7 050.42	7 221.69	7 477.92	7 734.15	7 990.38	8 246.61	8 502.84	A 2	171.27	256.23
A 1	4 981.71	5 132.34	5 282.97	5 433.60	5 584.23	5 734.86	5 960.78	6 186.70	6 412.62	6 638.54	6 864.46	A 1	150.63	225.92
B 6	6 093.66	6 294.82	6 495.98	6 697.14	6 898.30	7 099.46	7 300.62	7 501.78	7 702.94	7 904.10	8 105.26	B 6	201.16	201.16
B 5	5 261.13	5 434.35	5 607.57	5 780.79	5 954.01	6 127.23	6 300.45	6 473.67	6 646.89	6 820.11	6 993.33	B 5	173.22	173.22
B 4	4 579.75	4 731.12	4 882.49	5 033.86	5 185.23	5 336.60	5 487.97	5 639.34	5 790.71	5 942.08	6 093.45	B 4	151.37	151.37
B 3	4 028.65	4 161.65	4 294.65	4 427.65	4 560.65	4 693.65	4 826.65	4 959.65	5 092.65	5 225.65	5 358.65	B 3	133.00	133.00
B 2	3 592.24	3 710.71	3 829.18	3 947.65	4 066.12	4 184.59	4 303.06	4 421.53	4 540.00	4 658.47	4 776.94	B 2	118.47	118.47
B 1	3 261.17	3 368.75	3 476.33	3 583.91	3 691.49	3 799.07	3 906.65	4 014.23	4 121.81	4 229.39	4 336.97	B 1	107.58	107.58
C 6	4 394.15	4 525.61	4 657.07	4 788.53	4 919.99	5 051.45	5 182.91	5 314.37	5 445.83	5 577.29	5 708.75	C 6	131.46	131.46
C 5	3 969.30	4 088.36	4 207.42	4 326.48	4 445.54	4 564.60	4 683.66	4 802.72	4 921.78	5 040.84	5 159.90	C 5	119.06	119.06
C 4	3 630.52	3 739.21	3 847.90	3 956.59	4 065.28	4 173.97	4 282.66	4 391.35	4 500.04	4 608.73	4 717.42	C 4	108.69	108.69
C 3	3 322.38	3 421.52	3 520.66	3 619.80	3 718.94	3 818.08	3 917.22	4 016.36	4 115.50	4 214.64	4 313.78	C 3	99.14	99.14
C 2	3 077.43	3 169.89	3 262.35	3 354.81	3 447.27	3 539.73	3 632.19	3 724.65	3 817.11	3 909.57	4 002.03	C 2	92.46	92.46
C 1	2 866.89	2 953.01	3 039.13	3 125.25	3 211.37	3 297.49	3 383.61	3 469.73	3 555.85	3 641.97	3 728.09	C 1	86.12	86.12
	1	2	3	4	5	6	7	8	9	10	11	12	Grade/Step	18 months
L 5	9 651.44	10 037.86	10 424.28	10 810.70	11 197.12	11 583.54	11 969.96	12 356.38	12 742.80	13 129.22			L 5	386.42
LT4 - LI4	8 484.03	8 823.17	9 162.31	9 501.45	9 840.59	10 179.73	10 518.87	10 858.01	11 197.15	11 536.29	11 875.43	12 214.57	LT4 - LI4	339.14
LT3 - LI3	8 043.82	8 365.94	8 688.06	9 010.18	9 332.30	9 654.42	9 976.54	10 298.66	10 620.78	10 942.90			LT3 - LI3	322.12
LT2	6 466.79	6 725.72	6 984.65	7 243.58	7 502.51	7 761.44	8 020.37	8 279.30	8 538.23	8 797.16			LT2	258.93
LT1 - LI1	5 266.84	5 477.72	5 688.60	5 899.48	6 110.36	6 321.24	6 532.12	6 743.00	6 953.88	7 164.76			LT1 - LI1	210.88

Effective 1 January 2026 as approved by the Council at its 111th session in December 2025 (ECMWF/C/111(25)M).

** For category A staff, promotion to steps 2 to 5 (grades A7 & A6) and 2 to 7 (grades A5, A4, A3, A2 and A1) shall take place after twelve months of service in the step immediately below and promotion to steps 6 to 8 (grades A7 & A6) and 8 to 11 (grades A5, A4, A3, A2 and A1) after 24 months of service in the step immediately below.

For category LT staff, promotion to the next step shall take place after 18 months of service in the step immediately below.

For category B & C staff, promotion to steps 2 to 8 takes place after one year of service in the step immediately below, and to steps 9 to 11 after two years.

Basic salary grade as from 1 January 2026 (net of tax) in EUR (Italy)*

ITALY (ECMWF)

Monthly Basic Salary Scale	1 January 2026								Currency : EUR				Increment by step of	
Grade/Step	1	2	3	4	5	6	7	8	9	10	11	Grade/Step	12 months	24 months
A 7	12 974.83	13 409.21	13 843.59	14 277.97	14 929.78	15 581.59						A 7	434.38	651.81
A 6	11 851.49	12 179.34	12 507.19	12 835.04	13 326.89	13 818.74	14 310.59	14 802.44				A 6	327.85	491.85
A 5	10 028.12	10 308.75	10 589.38	10 870.01	11 150.64	11 431.27	11 852.33	12 273.39	12 694.45	13 115.51	13 536.57	A 5	280.63	421.06
A 4	8 659.60	8 885.07	9 110.54	9 336.01	9 561.48	9 786.95	10 125.05	10 463.15	10 801.25	11 139.35	11 477.45	A 4	225.47	338.10
A 3	7 451.15	7 661.00	7 870.85	8 080.70	8 290.55	8 500.40	8 815.09	9 129.78	9 444.47	9 759.16	10 073.85	A 3	209.85	314.69
A 2	6 039.29	6 201.32	6 363.35	6 525.38	6 687.41	6 849.44	7 092.63	7 335.82	7 579.01	7 822.20	8 065.39	A 2	162.03	243.19
A 1	4 725.92	4 868.14	5 010.36	5 152.58	5 294.80	5 437.02	5 650.32	5 863.62	6 076.92	6 290.22	6 503.52	A 1	142.22	213.30
B 6	5 429.87	5 608.96	5 788.05	5 967.14	6 146.23	6 325.32	6 504.41	6 683.50	6 862.59	7 041.68	7 220.77	B 6	179.09	179.09
B 5	4 698.35	4 853.43	5 008.51	5 163.59	5 318.67	5 473.75	5 628.83	5 783.91	5 938.99	6 094.07	6 249.15	B 5	155.08	155.08
B 4	4 119.73	4 255.64	4 391.55	4 527.46	4 663.37	4 799.28	4 935.19	5 071.10	5 207.01	5 342.92	5 478.83	B 4	135.91	135.91
B 3	3 676.72	3 798.02	3 919.32	4 040.62	4 161.92	4 283.22	4 404.52	4 525.82	4 647.12	4 768.42	4 889.72	B 3	121.30	121.30
B 2	3 300.69	3 409.64	3 518.59	3 627.54	3 736.49	3 845.44	3 954.39	4 063.34	4 172.29	4 281.24	4 390.19	B 2	108.95	108.95
B 1	3 009.01	3 108.34	3 207.67	3 307.00	3 406.33	3 505.66	3 604.99	3 704.32	3 803.65	3 902.98	4 002.31	B 1	99.33	99.33
C 6	3 870.62	3 986.76	4 102.90	4 219.04	4 335.18	4 451.32	4 567.46	4 683.60	4 799.74	4 915.88	5 032.02	C 6	116.14	116.14
C 5	3 559.21	3 666.03	3 772.85	3 879.67	3 986.49	4 093.31	4 200.13	4 306.95	4 413.77	4 520.59	4 627.41	C 5	106.82	106.82
C 4	3 301.47	3 400.58	3 499.69	3 598.80	3 697.91	3 797.02	3 896.13	3 995.24	4 094.35	4 193.46	4 292.57	C 4	99.11	99.11
C 3	3 063.41	3 155.34	3 247.27	3 339.20	3 431.13	3 523.06	3 614.99	3 706.92	3 798.85	3 890.78	3 982.71	C 3	91.93	91.93
C 2	2 854.48	2 940.18	3 025.88	3 111.58	3 197.28	3 282.98	3 368.68	3 454.38	3 540.08	3 625.78	3 711.48	C 2	85.70	85.70
C 1	2 649.53	2 729.00	2 808.47	2 887.94	2 967.41	3 046.88	3 126.35	3 205.82	3 285.29	3 364.76	3 444.23	C 1	79.47	79.47
	1	2	3	4	5	6	7	8	9	10	11	12	Grade/Step	18 months
L 5	9 157.82	9 524.11	9 890.40	10 256.69	10 622.98	10 989.27	11 355.56	11 721.85	12 088.14	12 454.43			L 5	366.29
LT4 - LI4	8 052.61	8 374.64	8 696.67	9 018.70	9 340.73	9 662.76	9 984.79	10 306.82	10 628.85	10 950.88	11 272.91	11 594.94	LT4 - LI4	322.03
LT3 - LI3	7 636.37	7 941.77	8 247.17	8 552.57	8 857.97	9 163.37	9 468.77	9 774.17	10 079.57	10 384.97			LT3 - LI3	305.40
LT2	6 137.78	6 383.22	6 628.66	6 874.10	7 119.54	7 364.98	7 610.42	7 855.86	8 101.30	8 346.74			LT2	245.44
LT1 - LI1	5 000.29	5 200.20	5 400.11	5 600.02	5 799.93	5 999.84	6 199.75	6 399.66	6 599.57	6 799.48			LT1 - LI1	199.91

Effective 1 January 2025 as approved by the Council at its 111th session in December 2025 (ECMWF/C/111(25)M).

* For category A staff, promotion to steps 2 to 5 (grades A7 & A6) and 2 to 7 (grades A5, A4, A3, A2 and A1) shall take place after twelve months of service in the step immediately below and promotion to steps 6 to 8 (grades A7 & A6) and 8 to 11 (grades A5, A4, A3, A2 and A1) after 24 months of service in the step immediately below.

For category LT staff, promotion to the next step shall take place after 18 months of service in the step immediately below.

For category B & C staff, promotion to steps 2 to 8 takes place after one year of service in the step immediately below, and to steps 9 to 11 after two years.

Basic salary grade as from 1 January 2026 (net of tax) in EUR (Germany)*

GERMANY (ECMWF)

Monthly Basic Salary Scale	1 January 2026								Currency : EUR				Increment by step of	
Grade/Step	1	2	3	4	5	6	7	8	9	10	11	Grade/Step	12 months	24 months
A 7	16 424.45	16 975.07	17 525.69	18 076.31	**18 902.16**	**19 728.01**						A 7	550.62	**825.85**
A 6	15 003.51	15 418.66	15 833.81	16 248.96	**16 871.96**	**17 494.96**	**18 117.96**	**18 740.96**				A 6	415.15	**623.00**
A 5	12 695.70	13 051.35	13 407.00	13 762.65	14 118.30	14 473.95	**15 007.42**	**15 540.89**	**16 074.36**	**16 607.83**	**17 141.30**	A 5	355.65	**533.47**
A 4	10 963.02	11 248.46	11 533.90	11 819.34	12 104.78	12 390.22	**12 818.70**	**13 247.18**	**13 675.66**	**14 104.14**	**14 532.62**	A 4	285.44	**428.48**
A 3	9 435.39	9 701.46	9 967.53	10 233.60	10 499.67	10 765.74	**11 165.08**	**11 564.42**	**11 963.76**	**12 363.10**	**12 762.44**	A 3	266.07	**399.34**
A 2	7 646.21	7 851.57	8 056.93	8 262.29	8 467.65	8 673.01	**8 981.08**	**9 289.15**	**9 597.22**	**9 905.29**	**10 213.36**	A 2	205.36	**308.07**
A 1	5 985.53	6 165.82	6 346.11	6 526.40	6 706.69	6 886.98	**7 157.42**	**7 427.86**	**7 698.30**	**7 968.74**	**8 239.18**	A 1	180.29	**270.44**
B 6	7 748.27	8 003.93	8 259.59	8 515.25	8 770.91	9 026.57	9 282.23	**9 537.89**	**9 793.55**	**10 049.21**	**10 304.87**	B 6	255.66	**255.66**
B 5	6 719.23	6 941.15	7 163.07	7 384.99	7 606.91	7 828.83	8 050.75	**8 272.67**	**8 494.59**	**8 716.51**	**8 938.43**	B 5	221.92	**221.92**
B 4	5 840.65	6 033.42	6 226.19	6 418.96	6 611.73	6 804.50	6 997.27	**7 190.04**	**7 382.81**	**7 575.58**	**7 768.35**	B 4	192.77	**192.77**
B 3	5 092.32	5 260.40	5 428.48	5 596.56	5 764.64	5 932.72	6 100.80	**6 268.88**	**6 436.96**	**6 605.04**	**6 773.12**	B 3	168.08	**168.08**
B 2	4 480.75	4 628.69	4 776.63	4 924.57	5 072.51	5 220.45	5 368.39	**5 516.33**	**5 664.27**	**5 812.21**	**5 960.15**	B 2	147.94	**147.94**
B 1	3 980.35	4 111.71	4 243.07	4 374.43	4 505.79	4 637.15	4 768.51	**4 899.87**	**5 031.23**	**5 162.59**	**5 293.95**	B 1	131.36	**131.36**
C 6	5 550.80	5 717.23	5 883.66	6 050.09	6 216.52	6 382.95	6 549.38	**6 715.81**	**6 882.24**	**7 048.67**	**7 215.10**	C 6	166.43	**166.43**
C 5	4 951.91	5 100.49	5 249.07	5 397.65	5 546.23	5 694.81	5 843.39	**5 991.97**	**6 140.55**	**6 289.13**	**6 437.71**	C 5	148.58	**148.58**
C 4	4 520.83	4 656.54	4 792.25	4 927.96	5 063.67	5 199.38	5 335.09	**5 470.80**	**5 606.51**	**5 742.22**	**5 877.93**	C 4	135.71	**135.71**
C 3	4 118.87	4 242.38	4 365.89	4 489.40	4 612.91	4 736.42	4 859.93	**4 983.44**	**5 106.95**	**5 230.46**	**5 353.97**	C 3	123.51	**123.51**
C 2	3 818.97	3 933.54	4 048.11	4 162.68	4 277.25	4 391.82	4 506.39	**4 620.96**	**4 735.53**	**4 850.10**	**4 964.67**	C 2	114.57	**114.57**
C 1	3 561.96	3 668.87	3 775.78	3 882.69	3 989.60	4 096.51	4 203.42	**4 310.33**	**4 417.24**	**4 524.15**	**4 631.06**	C 1	106.91	**106.91**
	1	2	3	4	5	6	7	8	9	10	11	12	Grade/Step	18 months
L 5	11 592.84	12 056.61	12 520.38	12 984.15	13 447.92	13 911.69	14 375.46	14 839.23	15 303.00	15 766.77			L 5	463.77
LT4 - LI4	10 191.94	10 599.52	11 007.10	11 414.68	11 822.26	12 229.84	12 637.42	13 045.00	13 452.58	13 860.16	14 267.74	14 675.32	LT4 - LI4	407.58
LT3 - LI3	9 666.00	10 052.74	10 439.48	10 826.22	11 212.96	11 599.70	11 986.44	12 373.18	12 759.92	13 146.66			LT3 - LI3	386.74
LT2	7 770.15	8 081.04	8 391.93	8 702.82	9 013.71	9 324.60	9 635.49	9 946.38	10 257.27	10 568.16			LT2	310.89
LT1 - LI1	6 329.16	6 582.49	6 835.82	7 089.15	7 342.48	7 595.81	7 849.14	8 102.47	8 355.80	8 609.13			LT1 - LI1	253.33

Effective 1 January 2025 as approved by the Council at its 111th session in December 2025 (ECMWF/C/111(25)M).

* For category A staff, promotion to steps 2 to 5 (grades A7 & A6) and 2 to 7 (grades A5, A4, A3, A2 and A1) shall take place after twelve months of service in the step immediately below and promotion to steps 6 to 8 (grades A7 & A6) and 8 to 11 (grades A5, A4, A3, A2 and A1) after 24 months of service in the step immediately below.

For category LT staff, promotion to the next step shall take place after 18 months of service in the step immediately below.

For category B & C staff, promotion to steps 2 to 8 takes place after one year of service in the step immediately below, and to steps 9 to 11 after two years.

Monthly scales for other elements of remuneration at 1 January 2026

A -Expatriation allowance[1]

Staff recruited prior to 1 January 1996

Category & Grade	Official not entitled to household allowance		Official entitled to household allowance	
	Proportional part	Flat rate (£)	Proportional part	Flat rate (£)
Categories A, L, B	16%	-	20%	-

1. Staff recruited between 1 January 1996 and 30 June 2012*

Years of service	**Rate of allowance** (% of basic salary, at step 1 of grade of appointment or promotion)	
	Official not entitled to household allowance	Official entitled to household allowance
1–10	14%	18%
11	13%	17%
12	12%	16%
13 and following	11%	15%

2. Staff recruited on or after 1 July 2012

Years of service	**Rate of allowance** (% of basic salary, at step 1 of grade of appointment or promotion)
	All officials (married and single)
1–5	10%
6	8%
7	6%
8	4%
9	2%
10	0%

[1] The expatriation and household allowances cannot be smaller than the amounts payable to officials in grade B3, step 1.

B – Family allowances

UK

1. Household allowance[1]

The household allowance represents for each grade 6% of the basic salary.

2. Dependant and other dependant's allowance

Independent of the grade of the staff member, this allowance amounts to £345.83[2] per month per child or other dependant.

3. Basic family allowance – monthly basic amount and additional monthly amount

Independent of the grade of the staff member, the basic amount and the additional amount shall be £345.83[1] per month (Full details can be found in Section C).

4. Supplement for dependent child and additional amount

Independent of the grade of the staff member, this supplement amounts to £345.83[2] per month per child (Full details can be found in Section C).

5. Disabled child allowance

Independent of the grade of the staff member, this allowance amounts to £345.83[2] per month per child.

6. Supplement for disabled or severely disabled child

Independent of the grade of the staff member:

- the supplement for disabled child amounts to £345.83[2] per month per child, and
- the supplement for severely disabled child amounts to 2 times £345.83[2] per month per child.

7. Supplement for disabled and dependent parent

Independent of the grade of the staff member, this supplement amounts to £345.83[2] per month.

8. Addition for expatriate children

Staff members who receive the expatriation allowance and have dependent children for whom they are not paid an education allowance are entitled to an additional fixed monthly amount per child of £97.11[2].

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[1] The expatriation and household allowances cannot be smaller than the amounts payable to officials in grade B3, step 1

[2] Amount effective 1 January 2026 approved by Council at its 111th session in December 2025 (ECMWF/C/111(25)M) – Absolute value)

Italy

1. Household allowance[1]

The household allowance represents for each grade 6% of the basic salary.

2. Dependant and other dependant's allowance

Independent of the grade of the staff member, this allowance amounts to €328.74[2] per month per child or other dependant.

3. Basic family allowance – monthly basic amount and additional monthly amount

Independent of the grade of the staff member, the basic amount and the additional amount shall be €328.74[1] per month (Full details can be found in Section C).

4. Supplement for dependent child and additional amount

Independent of the grade of the staff member, this supplement amounts to €328.74[2] per month per child (Full details can be found in Section C).

5. Disabled child allowance

Independent of the grade of the staff member, this allowance amounts to €328.74[2] per month per child.

6. Supplement for disabled or severely disabled child

Independent of the grade of the staff member:

- the supplement for disabled child amounts to €328.74[2] per month per child, and
- the supplement for severely disabled child amounts to 2 times €328.74[2] per month per child.

7. Supplement for disabled and dependent parent

Independent of the grade of the staff member, this supplement amounts to €328.74[2] per month.

8. Addition for expatriate children

Staff members who receive the expatriation allowance and have dependent children for whom they are not paid an education allowance are entitled to an additional fixed monthly amount per child of €92.31[2].

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[1] The expatriation and household allowances cannot be smaller than the amounts payable to officials in grade B3, step 1.

[2] Amount effective 1 January 2026 approved by Council at its 111th session in December 2025 (ECMWF/C/111(25)M) – Absolute value)

Germany

1. Household allowance[1]

The household allowance represents for each grade 6% of the basic salary.

2. Dependant and other dependant's allowance

Independent of the grade of the staff member, this allowance amounts to €421.40[2] per month per child or other dependant.

3. Basic family allowance – monthly basic amount and additional monthly amount

Independent of the grade of the staff member, the basic amount and the additional amount shall be € 421.40[1] per month (Full details can be found in Section C).

4. Supplement for dependent child and additional amount

Independent of the grade of the staff member, this supplement amounts to €421.40[2] per month per child (Full details can be found in Section C).

5. Disabled child allowance

Independent of the grade of the staff member, this allowance amounts to €421.40[2] per month per child.

6. Supplement for disabled or severely disabled child

Independent of the grade of the staff member:

- the supplement for disabled child amounts to €421.40[2] per month per child, and
- the supplement for severely disabled child amounts to 2 times €421.40[2] per month per child.

7. Supplement for disabled and dependent parent

Independent of the grade of the staff member, this supplement amounts to €421.40[2] per month.

8. Addition for expatriate children

Staff members who receive the expatriation allowance and have dependent children for whom they are not paid an education allowance are entitled to an additional fixed monthly amount per child of €118.33[2].

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[1] The expatriation and household allowances cannot be smaller than the amounts payable to officials in grade B3, step 1.

[2] Amount effective 1 January 2026 approved by Council at its 111th session in December 2025 (ECMWF/C/111(25)M) – Absolute value)

C – Basic Family Allowances (BFA)[1][2] – Summary of the rates

UK

Fixed amount of:	£345.83	(354th Report - Jan 2026)
BFA - Locally recruited not entitled to expat allowance		
Yr 1-5	1 x BFA	£345.83
Yr 6 & beyond	No BFA	£0.00
BFA - Entitled to expatriation allowance Recruited from same geographical zone of ECMWF		
Yr 1-5	2 x BFA	£691.66
Yr6	2 x BFA -(2 x BFA)x20%	£553.33
YR7	2 x BFA -(2 x BFA)x40%	£415.00
YR8	2 x BFA -(2 x BFA)x60%	£276.66
YR9	2 x BFA -(2 x BFA)x80%	£138.33
YR10	2 x BFA -(2 x BFA)x100%	£0.00
BFA - Entitled to expatriation allowance Recruited from outside geographical zone of ECMWF		
Yr1 to duration of employment	2 x BFA	£691.66
Supplement for Dependent Child (SDC)		
Applicable to staff taking up duties on or after 1 January 2017		
Fixed amount of:	£345.83	(354th Report - Jan 2026)
Two parents' family:	1 x SDC x dependent child	
Single parent family:	1 x SCD x dependent child + 1 additional SDC	
Payable for dependent children (condition of age)		
Age between 1-18	Paid automatically	
Age between 18-22	Paid if in full time education until end of school year when child becomes 22	

[1] Single parents are not entitled to BFA

[2] Staff who took up duties on or after 1 January 2017 will not be entitled to BFA when becoming pensioners

Italy[1][2]

Fixed amount of:	€ 328.74	(354th Report - Jan 2026)
BFA - Locally recruited not entitled to expat allowance		
Yr 1-5	1 x BFA	€ 328.74
Yr 6 & beyond	No BFA	€ 0.00
BFA - Entitled to expatriation allowance Recruited from same geographical zone of ECMWF		
Yr 1-5	2 x BFA	€ 657.48
Yr6	2 x BFA -(2 x BFA)x20%	€ 525.98
YR7	2 x BFA -(2 x BFA)x40%	€ 394.49
YR8	2 x BFA -(2 x BFA)x60%	€ 262.99
YR9	2 x BFA -(2 x BFA)x80%	€ 131.50
YR10	2 x BFA -(2 x BFA)x100%	€ 0.00
BFA - Entitled to expatriation allowance Recruited from outside geographical zone of ECMWF		
Yr1 to duration of employment	2 x BFA	€ 657.48
Supplement for Dependent Child (SDC)		
Applicable to staff taking up duties on or after 1 January 2017		
Fixed amount of:	€ 328.74	(354th Report - Jan 2026)
Two parents' family:	1 x SDC x dependent child	
Single parent family:	1 x SCD x dependent child + 1 additional SDC	
Payable for dependent children (condition of age)		
Age between 1-18	Paid automatically	
Age between 18-22	Paid if in full time education until end of school year when child becomes 22	

[1] Single parents are not entitled to BFA

[2] Staff who took up duties on or after 1 January 2017 will not be entitled to BFA when becoming pensioners

Germany[12]

Fixed amount of:	€ 421.40	(354th Report - Jan 2026)
BFA - Locally recruited not entitled to expat allowance		
Yr 1-5	1 x BFA	€ 421.40
Yr 6 & beyond	No BFA	€ 0.00
BFA - Entitled to expatriation allowance Recruited from same geographical zone of ECMWF		
Yr 1-5	2 x BFA	€ 842.80
Yr6	2 x BFA -(2 x BFA)x20%	€ 674.24
YR7	2 x BFA -(2 x BFA)x40%	€ 505.68
YR8	2 x BFA -(2 x BFA)x60%	€ 337.12
YR9	2 x BFA -(2 x BFA)x80%	€ 168.56
YR10	2 x BFA -(2 x BFA)x100%	€ 0.00
BFA - Entitled to expatriation allowance Recruited from outside geographical zone of ECMWF		
Yr1 to duration of employment	2 x BFA	€ 842.80
Supplement for Dependant Child (SDC)		
Applicable to staff taking up duties on or after 1 January 2017		
Fixed amount of:	€ 421.40	(354th Report - Jan 2026)
Two parents' family:	1 x SDC x dependent child	
Single parent family:	1 x SCD x dependent child + 1 additional SDC	
Payable for dependent children (condition of age)		
Age between 1-18	Paid automatically	
Age between 18-22	Paid if in full time education until end of school year when child becomes 22	

[1] Single parents are not entitled to BFA

[2] Staff who took up duties on or after 1 January 2017 will not be entitled to BFA when becoming pensioners

ANNEX II

Internal tax scheme for the Centre

Article 1

The tax to be applied, pursuant to Article 15 of the Protocol, to salaries, wages and emoluments paid by the Centre shall be determined and collected according to the procedures laid down in this regulation.

Article 2

The following shall be liable for payment of the tax:

- The Director-General
- All other members of staff to whom Article 15 of the Protocol applies

Article 3

Centre tax shall be levied monthly on the total salaries, wages and emoluments of all kinds received from the Centre, subject to the following provisions:

(a) When determining the taxable income, no account shall be taken of sums which are paid in accordance with the Staff Regulations as reimbursement or compensation for costs incurred in the course of duty.

(b) The taxable income shall exclude the allowances and benefits payable by reason of an official's family or social status as listed below.

- Household allowance or basic family allowance
- Dependant or other dependants' allowance, disabled child allowance, supplement for dependent child, supplement for disabled or severely disabled child and supplement for disabled and dependent parents
- Expatriation allowance
- Education allowance
- Installation allowance
- Reimbursement of mission expenses or payment of daily allowances arising from official duties or in connection with joining or leaving the employment of the Centre

(c) Contributions paid by officials, and deducted at source, in respect of pensions, shall be deducted from the taxable income.

Article 4

(a) Once the taxable income has been determined, the tax shall be calculated by applying the rates of tax given in the following table to the amount of the relevant taxable income:

Taxable income £ per month	*Taxable income € per month	Rate of tax %	Taxable income £ per month	*Taxable income € per month	Rate of tax %
up to 50	up to 56.67	0	up to 600	up to 679.92	32
125	141.69	10	650	736.58	34
200	226.70	15	700	793.24	35
250	283.37	20	750	849.90	36
300	340.05	22	800	906.58	37
350	396.61	24	850	963.24	38
400	453.27	26	925	1048.24	39
450	509.90	28	1000	1133.23	40
500	566.56	30	1075	1218.22	41
550	623.22	31	1125	1274.84	42
			over 1125	over 1274.84	43

** Calculated on the basis of the GBP/EUR exchange rate on 1 July 2018.*

(b) By way of derogation from the above rules, the rate of tax applied to remuneration in respect of overtime or special working timetables and shift work shall be that applied to the normal remuneration paid to the official concerned during the month of payment.

Article 5

(a) When a taxable remuneration relates to a period of less than one month, the tax shall be levied at the rate applicable to the corresponding monthly remuneration.

(b) When a taxable remuneration relates to a period of more than one month, the tax shall be calculated at the rate applicable to the remuneration relating to each individual month.

(c) Regularisation payments which do not relate to the month during which they are made may, at the option of the official concerned, be subject to the tax to which they would have been liable had they been made at the normal dates or to the tax applicable in the month of actual payment.

Article 6

Tax shall be withheld at source.

Article 7

Tax levied shall be entered as revenue in the Centre budget.

Article 8

As soon as possible after the end of each financial year, the Director-General shall provide each staff member with a statement showing the total salary and allowances paid for the year and the total tax levied by the Centre. A copy of this statement shall be forwarded to the tax authorities of the State of which the staff member is a citizen.

Article 9

Any instructions which the Director-General may find appropriate to issue concerning the implementation of these rules shall be submitted to the Council for approval.

Article 10

Special rules shall be adopted by the Council if necessary, in order to offset a possible double taxation of the staff of the Centre residing, by reasons of their duties, on the territory of a State which is not party to the Convention.

Article 11

These rules shall enter into force on the date of entry into force of the Convention.

ANNEX III

Rules for allowances for staff travelling on duty

A. Calculation of subsistence allowance

I. Rules for all duty journeys irrespective of the means of transport

(a) Staff members travelling on duty shall be entitled to one day's subsistence allowance for each complete 24-hour period of duty. They shall not be entitled (except as provided in A(V) below) to more than the full daily allowance for each complete 24-hour period of duty.

(b) No subsistence allowance shall be payable for periods of less than four hours.

(c) Where the period of duty is four hours or more but less than eight hours, the staff member shall be entitled to one quarter of the daily allowance. The staff member shall likewise be entitled to one quarter of the daily allowance in respect of any period of four hours or more but less than eight hours in excess of any complete period of 24 hours.

(d) Where the period of duty is eight hours or more without official or commercial accommodation, the staff member shall be entitled to one half of the daily allowance. The staff member shall likewise be entitled to one half of the daily allowance in respect of any period of eight hours or more but less than 24 hours in excess of any complete period of 24 hours.

(e) Where the period of duty is eight hours or more, but less than 24 hours, with official or commercial accommodation, the staff member may be paid the full daily allowance.

(f) No subsistence allowance shall be paid for missions within the country of a duty station where no cost for overnight stay is involved (local missions).

However, where expenditure on meals and incidental costs was incurred, a local mission allowance equivalent to 15% of the applicable local daily subsistence allowance rate for the country where the mission took place can be claimed.

Reimbursement of train tickets will be restricted to standard class.

A mission that requires overnight accommodation is considered as a non-local mission and subsistence allowance will be paid.

(g) Where the Centre pays fares for duty travel and those fares include provision for meals or overnight accommodation, or where meals and/or accommodation are provided to the staff member by the organiser, the daily subsistence allowance shall be reduced by 15% for each main meal and by 50% for overnight accommodation provided in the fare.

(h) The cost of official or commercial accommodation shall only be reimbursed as part of the flat-rate daily subsistence allowance upon submission of an invoice. Should the staff member fail to submit the invoice, the flat-rate daily subsistence allowance will be reduced by 50%.

(i) No subsistence allowance shall be paid for missions for a period of duty that exceeds three weeks, if the Centre provides serviced accommodation for the duration of the whole period of duty.

II. Reimbursement of exceptional expenditure

If under certain circumstances the expenditure for accommodation (bed, breakfast and taxes) exceeds 60% of the daily subsistence allowance, the Administration has the discretion to reimburse the excess amount partially or totally on presentation of vouchers and sufficient proof that additional expenditure was unavoidable. This reimbursement should normally not exceed 30% of the daily subsistence allowance. ECMWF will reimburse staff members in such cases if the accommodation costs exceed 60% of the total daily subsistence allowance for the entire duration of one single mission.

III. Duration of Missions for the Purpose of Calculating the Subsistence Allowance

A mission is deemed to commence at the time the staff member sets off from their place of employment or actual and habitual residence and is deemed to end when the staff member returns to their place of employment or actual and habitual residence, having made reasonable efforts to minimize the duration of their mission.

Alternative mission commencement and end points (e.g. an approved teleworking location) can be considered, provided the costs of the mission do not increase as a result.

A combination of a mission and travel for personal reasons can be permissible provided that there are no conflicting service requirements and no increase in cost for the Centre. If a staff member chooses to combine a mission with travel for personal reasons and/or chooses an itinerary that results in longer travel time for personal convenience, this additional time must be clearly documented and excluded from the calculation of the subsistence allowance due.

B. Kilometric allowance

I. Use of private car in the interest of the Centre

(a) Staff members may be authorised to travel by private car in the interest of the Centre. In such cases, they shall be entitled to kilometric allowance calculated on the basis of the shortest usual route.

(b) The allowance shall be paid on the basis of the rate applicable to the staff member's destination of travel.

(c) If the staff member concerned has been authorised to carry passengers, an additional kilometric allowance shall be paid as follows:

- For the first passenger, 10% of the rate for the kilometric allowance
- For each additional passenger, 8% of the rate for the kilometric allowance

(d) If the shortest route followed involves special charges (such as tolls, transport of the car by car ferry), such charges shall be reimbursed upon submission of receipts.

(e) Staff members using their own cars must show beforehand that they hold an insurance policy covering third party risks and risks to passengers in particular. In the event of an accident, the Centre will not refund the cost of any damage to property.

II. Use of private car for a staff member's personal convenience

(a) Staff members travelling in private cars for their own personal convenience with the Centre's permission shall be entitled to the allowances set out in Part I above. The total payment to them shall in no case, however, exceed the cost which would have been incurred using an appropriate mode of public transport.

(b) Staff members shall not be entitled to subsistence allowance for any period in excess of the length of the journey corresponding to the use of the mode of transport on which the payment for travel expenses is based as set out under (a) above.

(c) Any additional time taken to complete the journey will be deducted from the staff member's annual leave.

Daily subsistence allowance rates as from 1 January 2024*
(Member countries of the Co-ordinated Organisations)

	AMOUNTS MONTANTS	CURRENCY MONNAIE	
ALBANIA	179	EUR	ALBANIE
ANDORRA	152	EUR	ANDORRE
ARMENIA	243	EUR	ARMÉNIE
AUSTRALIA	391	AUD	AUSTRALIE
AUSTRIA	210	EUR	AUTRICHE
AZERBAIJAN	194	EUR	AZERBAÏDJAN
BELGIUM	260	EUR	BELGIQUE
BOSNIA AND HERZEGOVINA	153	EUR	BOSNIE-HERZÉGOVINE
BULGARIA	175	EUR	BULGARIE
CANADA	386	CAD	CANADA
CHILE	247	EUR	CHILI
COLOMBIA	161	EUR	COLOMBIE
COSTA RICA	209	EUR	COSTA RICA
CROATIA	219	EUR	CROATIE
CYPRUS	190	EUR	CHYPRE
CZECH REPUBLIC	177	EUR	RÉPUBLIQUE TCHÈQUE
DENMARK	2 108	DKK	DANEMARK
ESTONIA	172	EUR	ESTONIE
FINLAND	241	EUR	FINLANDE
FRANCE Paris	276	EUR	Paris FRANCE
Others	241	EUR	Autres
GEORGIA	183	EUR	GÉORGIE
GERMANY	246	EUR	ALLEMAGNE
GREECE	194	EUR	GRÈCE
HUNGARY	194	EUR	HONGRIE
ICELAND	263	EUR	ISLANDE
IRELAND	236	EUR	IRLANDE
ISRAEL	285	EUR	ISRAËL
ITALY	232	EUR	ITALIE
JAPAN	42 471	JPY	JAPON
KOREA	290 037	KRW	CORÉE

*Daily Subsistence rates valid from 1 January 2024 to 31 December 2026. See 228th CCR Report adopted by Council at its 84th session (December 2014) and 335th CCR Report adopted by Council at its 107th session (December 2023).

Daily subsistence allowance rates as from 1 January 2024*
(Member countries of the Co-ordinated Organisations)

		AMOUNTS MONTANTS	CURRENCY MONNAIE		
LATVIA		175	EUR	LETTONIE	
LIECHTENSTEIN		252	CHF	LIECHTENSTEIN	
LITHUANIA		180	EUR	LITUANIE	
LUXEMBOURG		273	EUR	LUXEMBOURG	
MALTA		181	EUR	MALTE	
MEXICO		247	EUR	MEXIQUE	
MOLDOVA		160	EUR	MOLDOVA	
MONACO		277	EUR	MONACO	
MONTENEGRO		155	EUR	MONTÉNÉGRO	
NETHERLANDS		227	EUR	PAYS-BAS	
NEW ZEALAND		387	NZD	NOUVELLE-ZÉLANDE	
NORTH MACEDONIA		149	EUR	MACÉDOINE DU NORD	
NORWAY		2 890	NOK	NORVÈGE	
POLAND		186	EUR	POLOGNE	
PORTUGAL		203	EUR	PORTUGAL	
ROMANIA		193	EUR	ROUMANIE	
SAN MARINO		171	EUR	SAINT-MARIN	
SERBIA		181	EUR	SERBIE	
SLOVAK REPUBLIC		185	EUR	RÉPUBLIQUE SLOVAQUE	
SLOVENIA		196	EUR	SLOVÉNIE	
SPAIN		213	EUR	ESPAGNE	
SWEDEN		2 960	SEK	SUÈDE	
SWITZERLAND		301	CHF	SUISSE	
TÜRKIYE		175	EUR	TÜRKIYE	
UKRAINE		214	EUR	UKRAINE	
UNITED KINGDOM	London	262	GBP	Londres	ROYAUME-UNI
	Others	216	GBP	Autres	
UNITED STATES	Washington	371	USD	Washington	ÉTATS-UNIS
	New York	466	USD	New York	
	Others	353	USD	Autres	

*Daily Subsistence rates valid from 1 January 2024 to 31 December 2026. See 228th CCR Report adopted by Council at its 84th session (December 2014) and 335th CCR Report adopted by Council at its 107th session (December 2023).

Daily subsistence allowance rates as from 1 January 2024*
(Other mission destinations)

	AMOUNTS MONTANTS *(Euros)*	
AFGHANISTAN	198	AFGHANISTAN
ALGERIA	206	ALGÉRIE
AMERICAN SAMOA	245	SAMOA AMÉRICAINES
ANGOLA	302	ANGOLA
ANGUILLA	337	ANGUILLA
ANTIGUA AND BARBUDA	302	ANTIGUA-ET-BARBUDA
ARGENTINA	195	ARGENTINE
ARUBA	254	ARUBA
BAHAMAS	288	BAHAMAS
BAHRAIN	270	BAHREÏN
BANGLADESH	231	BANGLADESH
BARBADOS	327	BARBADE
BELARUS	184	BÉLARUS
BELIZE	210	BELIZE
BENIN	160	BÉNIN
BERMUDA	333	BERMUDES
BHUTAN	243	BHOUTAN
BOLIVIA	151	BOLIVIE
BONAIRE	265	BONAIRE
BOTSWANA	165	BOTSWANA
BRAZIL	191	BRÉSIL
BRITISH VIRGIN ISLANDS	280	ÎLES VIERGES BRITANNIQUES
BRUNEI DARUSSALAM	167	BRUNEI DARUSSALAM
BURKINA FASO	221	BURKINA FASO
BURUNDI	187	BURUNDI
CABO VERDE	158	CABO VERDE
CAMBODIA	221	CAMBODGE
CAMEROON	200	CAMEROUN
CAYMAN ISLANDS	286	ÎLES CAÏMANES
CENTRAL AFRICAN REPUBLIC	176	RÉPUBLIQUE CENTRAFRICAINE
CHAD	181	TCHAD
CHINA (PEOPLE'S REPUBLIC OF)	227	CHINE (RÉP. POPULAIRE DE)
COMOROS	188	COMORES
CONGO	261	CONGO
COOK ISLANDS	276	ÎLES COOK
CÔTE D'IVOIRE	202	CÔTE D'IVOIRE
CUBA	215	CUBA
CURAÇAO	234	CURAÇAO
DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA	208	RÉPUBLIQUE POPULAIRE DÉMOCRATIQUE DE CORÉE
DEMOCRATIC REPUBLIC OF THE CONGO	264	RÉPUBLIQUE DÉMOCRATIQUE DU CONGO
DJIBOUTI	302	DJIBOUTI
DOMINICA	307	DOMINIQUE
DOMINICAN REPUBLIC	180	RÉPUBLIQUE DOMINICAINE

	AMOUNTS MONTANTS *(Euros)*	
ECUADOR	186	ÉQUATEUR
EGYPT	208	ÉGYPTE
EL SALVADOR	187	EL SALVADOR
EQUATORIAL GUINEA	247	GUINÉE ÉQUATORIALE
ERITREA	165	ÉRYTHRÉE
ESWATINI	149	ESWATINI
ETHIOPIA	234	ÉTHIOPIE
FIJI	234	FIDJI
FRENCH GUIANA	269	GUYANE FRANÇAISE
FRENCH POLYNESIA	279	POLYNÉSIE FRANÇAISE
GABON	258	GABON
GAMBIA	196	GAMBIE
GHANA	257	GHANA
GIBRALTAR	185	GIBRALTAR
GREENLAND	258	GROENLAND
GRENADA	262	GRENADE
GUADELOUPE	258	GUADELOUPE
GUAM	228	GUAM
GUATEMALA	182	GUATEMALA
GUINEA	218	GUINÉE
GUINEA-BISSAU	154	GUINÉE-BISSAU
GUYANA	273	GUYANA
HAITI	206	HAÏTI
HONDURAS	181	HONDURAS
HONG KONG (CHINA)	268	HONG KONG (CHINE)
INDIA	212	INDE
INDONESIA	202	INDONÉSIE
IRAN	157	IRAN
IRAQ	260	IRAQ
JAMAICA	227	JAMAÏQUE
JORDAN	192	JORDANIE
KAZAKHSTAN	206	KAZAKHSTAN
KENYA	226	KENYA
KIRIBATI	139	KIRIBATI
KOSOVO	142	KOSOVO
KUWAIT	318	KOWEÏT
KYRGYZSTAN	168	KIRGHIZISTAN
LAO PEOPLE'S DEMOCRATIC REPUBLIC	164	RÉPUBLIQUE DÉMOCRATIQUE POPULAIRE LAO
LEBANON	251	LIBAN
LESOTHO	159	LESOTHO
LIBERIA	226	LIBÉRIA
LIBYA	230	LIBYE
MACAU (CHINA)	255	MACAO (CHINE)

*Daily Subsistence rates valid from 1 January 2024 to 31 December 2026. See 228th CCR Report adopted by Council at its 84th session (December 2014) and 335th CCR Report adopted by Council at its 107th session (December 2023).

Daily subsistence allowance rates as from 1 January 2024*
(Other mission destinations)

	AMOUNTS MONTANTS (Euros)	
MADAGASCAR	185	MADAGASCAR
MALAWI	183	MALAWI
MALAYSIA	145	MALAISIE
MALDIVES	321	MALDIVES
MALI	203	MALI
MARSHALL ISLANDS	221	ÎLES MARSHALL
MARTINIQUE	259	MARTINIQUE
MAURITANIA	148	MAURITANIE
MAURITIUS	211	MAURICE
MICRONESIA	185	MICRONÉSIE
MONGOLIA	149	MONGOLIE
MONTSERRAT	193	MONTSERRAT
MOROCCO	203	MAROC
MOZAMBIQUE	202	MOZAMBIQUE
MYANMAR	190	MYANMAR
NAMIBIA	151	NAMIBIE
NAURU	210	NAURU
NEPAL	212	NÉPAL
NEW CALEDONIA	255	NOUVELLE-CALÉDONIE
NICARAGUA	168	NICARAGUA
NIGER	174	NIGER
NIGERIA	230	NIGÉRIA
NIUE	183	NIUE
NORTHERN MARIANA ISLANDS	215	ÎLES MARIANNES DU NORD
OMAN	229	OMAN
PAKISTAN	210	PAKISTAN
PALAU	262	PALAOS
PALESTINIAN AUTHORITY	198	AUTORITÉ PALESTINIENNE
PANAMA	166	PANAMA
PAPUA NEW GUINEA	244	PAPOUASIE-NOUVELLE-GUINÉE
PARAGUAY	154	PARAGUAY
PERU	208	PÉROU
PHILIPPINES	181	PHILIPPINES
PUERTO RICO	254	PORTO RICO
QATAR	264	QATAR
REUNION	251	LA RÉUNION
RUSSIA	264	RUSSIE
RWANDA	195	RWANDA
SABA	228	SABA
SAINT EUSTATIUS	228	SAINT-EUSTACHE
SAINT KITTS AND NEVIS	286	SAINT-KITTS-ET-NEVIS
SAINT LUCIA	291	SAINTE-LUCIE

	AMOUNTS MONTANTS (Euros)	
SAINT MARTIN	259	SAINT MARTIN
SAINT VINCENT AND THE GRENADINES	228	SAINT-VINCENT-ET-LES-GRENADINES
SAMOA	223	SAMOA
SAO TOME AND PRINCIPE	203	SAO TOMÉ-ET-PRINCIPE
SAUDI ARABIA	257	ARABIE SAOUDITE
SENEGAL	213	SÉNÉGAL
SEYCHELLES	261	SEYCHELLES
SIERRA LEONE	247	SIERRA LEONE
SINGAPORE	278	SINGAPOUR
SOLOMON ISLANDS	279	ÎLES SALOMON
SOMALIA	180	SOMALIE
SOUTH AFRICA	147	AFRIQUE DU SUD
SOUTH SUDAN	210	SOUDAN DU SUD
SRI LANKA	145	SRI LANKA
SUDAN	199	SOUDAN
SURINAME	200	SURINAME
SYRIAN ARAB REPUBLIC	216	RÉPUBLIQUE ARABE SYRIENNE
CHINESE TAIPEI	210	TAIPEI CHINOIS
TAJIKISTAN	171	TADJIKISTAN
TANZANIA	176	TANZANIE
THAILAND	177	THAÏLANDE
TIMOR-LESTE	191	TIMOR-LESTE
TOGO	200	TOGO
TOKELAU	130	TOKÉLAOU
TONGA	190	TONGA
TRINIDAD AND TOBAGO	254	TRINITÉ-ET-TOBAGO
TUNISIA	151	TUNISIE
TURKMENISTAN	195	TURKMÉNISTAN
TURKS AND CAICOS ISLANDS	356	ÎLES TURQUES ET CAÏQUES
TUVALU	166	TUVALU
UGANDA	243	OUGANDA
UNITED ARAB EMIRATES	282	ÉMIRATS ARABES UNIS
UNITED STATES VIRGIN ISLANDS	358	ÎLES VIERGES DES ÉTATS-UNIS
URUGUAY	158	URUGUAY
UZBEKISTAN	182	OUZBÉKISTAN
VANUATU	260	VANUATU
VENEZUELA	176	VENEZUELA
VIET NAM	162	VIET NAM
WALLIS AND FUTUNA	202	WALLIS-ET-FUTUNA
YEMEN	197	YÉMEN
ZAMBIA	221	ZAMBIE
ZIMBABWE	193	ZIMBABWE

*Daily Subsistence rates valid from 1 January 2024 to 31 December 2026. See 228th CCR Report adopted by Council at its 84th session (December 2014) and 335th CCR Report adopted by Council at its 107th session (December 2023).

Rates for kilometric allowance* **

As from 1 January 2021

	AMOUNTS MONTANTS	CURRENCY MONNAIE	
AUSTRALIA	0.70	AUD	**AUSTRALIE**
AUSTRIA	0.52	EUR	**AUTRICHE**
BELGIUM	0.50	EUR	**BELGIQUE**
CANADA	0.60	CAD	**CANADA**
DENMARK	5.22	DKK	**DANEMARK**
FINLAND	0.56	EUR	**FINLANDE**
FRANCE	0.52	EUR	**FRANCE**
GERMANY	0.45	EUR	**ALLEMAGNE**
GREECE	0.46	EUR	**GRÈCE**
HUNGARY	122.00	HUF	**HONGRIE**
ICELAND	88.80	ISK	**ISLANDE**
IRELAND	0.50	EUR	**IRLANDE**
ITALY	0.64	EUR	**ITALIE**
JAPAN	51.00	JPY	**JAPON**
KOREA	660.00	KRW	**CORÉE**
LUXEMBOURG	0.50	EUR	**LUXEMBOURG**
MEXICO	6.91	MXN	**MEXIQUE**
NETHERLANDS	0.57	EUR	**PAYS-BAS**
NEW ZEALAND	0.87	NZD	**NOUVELLE-ZÉLANDE**
NORWAY	5.87	NOK	**NORVÈGE**
POLAND	1.64	PLN	**POLOGNE**
PORTUGAL	0.53	EUR	**PORTUGAL**
SPAIN	0.49	EUR	**ESPAGNE**
SWEDEN	4.89	SEK	**SUÈDE**
SWITZERLAND	0.67	CHF	**SUISSE**
TURKEY	1.25	TRY	**TURQUIE**
UNITED KINGDOM	0.41	GBP	**ROYAUME-UNI**
UNITED STATES	0.39	USD	**ÉTATS-UNIS**

* In national currencies.

** Rates frozen until their level is reached by the average of the corresponding rates in force in the reference countries. See 227th report adopted by Council at its 84th session (December 2014).

ANNEX IV

Shift-work allowances shown in percentages of basic salary and calculated following the principles laid down in Article 32 of the Staff Regulations

ECMWF SAMPLE SHIFTS

Correction factors			
	07.00–20.00	1.0	
	20.00–24.00	1.6	
	24.00–07.00	1.8	
Weekend	00.00–24.00	1.8	
2 shifts			**Corrected hours**
(08.00–16.00 hrs) x 5 x 1.0		=	40 hours
(16.00–20.00 hrs) x 5 x 1.0		=	20 hours
(20.00–24.00 hrs) x 5 x 1.6		=	32 hours
Total		=	**92 hours**
$0.8\ x\ \frac{92-80}{0.8} = shift\ allowance =$			12%
3 shifts			
(08.00–16.00 hrs) x 5 x 1.0		=	40 hours
(16.00–20.00 hrs) x 5 x 1.0		=	20 hours
(20.00–24.00 hrs) x 5 x 1.6		=	32 hours
(24.00–07.00 hrs) x 5 x 1.8		=	63 hours
(07.00–08.00 hrs) x 5 x 1.0		=	5 hours
Total		=	**160 hours**
$0.8\ x\ \frac{160-120}{1.2} = shift\ allowance =$			26%
4 shifts			
(08.00–16.00 hrs) x 5 x 1.0		=	40 hours
(16.00–20.00 hrs) x 5 x 1.0		=	20 hours
(20.00–24.00 hrs) x 5 x 1.6		=	32 hours
(24.00–07.00 hrs) x 5 x 1.8		=	63 hours
(07.00–08.00 hrs) x 5 x 1.0		=	5 hours
6 weekend shifts of 8 hours x 1.8		=	86.4 hours
Total		=	**246.4 hours**
$0.8\ x\ \frac{246.4-168}{1.68}\ shift\ allowance =$			37%

ANNEX V

Regulations on the indemnity for loss of job[1]

General principles

1. The Director-General of the Centre shall have the power to award an indemnity for loss of employment to any staff member of the Centre[2] working on core activities (STF-C) who satisfies all three of the conditions below:

   (a) The staff member's appointment has been previously confirmed under Article 7 of the Staff Regulations.

   (b) The staff member's services are terminated pursuant to Article 10.1 b) or d) of the Staff Regulations.

   (c) The staff member is not offered a post in the same grade in the Centre, or is not appointed to a vacant post in one of the other Co-ordinated Organisations at a comparable remuneration, or if employed in the public service, is not offered re-integration into their national civil or military administration. If the staff member is offered but declines re-integration into their national civil or military administration, which need not be at a level comparable to that of the position held at ECMWF, the staff member will not be entitled to the payment of an indemnity for loss of job.

2. The method of calculating the indemnity differs for fixed-term appointments and indefinite-term appointments.

A. Fixed-term appointments

Amount of indemnity

3. The amount of indemnity for loss of job shall be equal to half the product of the monthly emoluments of the staff member (basic salary, including cost-of-living allowances, plus the Centre's contribution to the pension scheme and, where appropriate, the household allowance, the basic family allowance, the dependant's allowance and the supplement for dependent child) multiplied by the number of months remaining up to the expiry of the term of the contract, provided that it shall in no case, exceed the following limits:

   (a) Five months' emoluments in the case of a contract for three years or less

   (b) Eight months' emoluments in the case of a contract for four years, or for any term between three years and four years

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[1] Amended by the Council at its 76th session (December 2011).

[2] For the purposes of these regulations, the term "staff member" shall mean a member of the staff appointed to the Centre's core activities (STF-C). The present regulations shall not apply to staff appointed to the Centre's projects, both external and internal, including special programmes (STF-P), experts or consultants.

(c) Ten months' emoluments in the case of a contract for more than four years

4. The emoluments to be taken into account in calculating the amount of the indemnity shall be those received by the staff member at the date of leaving the Centre.

Payment of the indemnity

5. The indemnity shall be paid to the staff member in full at the time of leaving the Centre.

B. Indefinite term appointments

Amount of indemnity

6. The amount of the indemnity, expressed in months or fractions of a month of emoluments (basic salary, including cost-of-living allowance plus the Centre's contribution to the pension scheme and, where appropriate, the household allowance, the basic family allowance, the dependant's allowance and the supplement for dependent child) shall be one month's emoluments for each year of service from the date when the staff member joined the Centre. However, the amount of indemnity so calculated shall be subject to a ceiling. This ceiling is set at:

- 24 months for staff members with 15 years' continuous service or more at 1 January 2014

- 18 months for staff members with 10 years' continuous service or more at 1 January 2014

- 12 months for staff members with less than 10 years' continuous service at 1 January 2014

Furthermore, the amount of indemnity shall not represent a number of months, or fractions of a month, in excess of the period which the staff member would still have to serve before reaching the age limit specified by the Staff Regulations of the Centre.

7. The emoluments to be taken into account in calculating the amount of the indemnity shall be those received by the staff member at the date of leaving the Centre.

Payment of the indemnity

8. The indemnity shall be paid to the staff member in full at the time of leaving the Centre.

Miscellaneous provisions

9. In calculating the amount of indemnity for loss of job under paragraph 6 above, account shall be taken, where appropriate, of any years of service previously performed by the staff member concerned in other Co-ordinated Organisations and in respect of which they have not received any indemnity for loss of job under the present Report or the 33rd Report, provided, however, that no account shall be taken of any years of service preceding:

(a) an interruption of the service of the staff member concerned with the Co-ordinated Organisations;

(b) the termination for disciplinary reasons of their services with any Co-ordinated Organisation.

10. Any staff member who has served not less than ten consecutive years with one or more Co-ordinated Organisations and whose services are terminated in the conditions specified in paragraph 1 hereof, shall be entitled to an indemnity for loss of job calculated under the provisions of paragraph 6 and, where appropriate, of paragraph 9 hereof, whatever the nature of the contract held by them at the time when the appointment is terminated.

ANNEX VI

Definition of grades of staff of the Centre

Category A: Basic educational requirement - university education or equivalent professional qualification and experience

Scientific staff	Administrative staff
A6: Director of Research Department, reporting directly to the Director-General; directs and/or carries out highly specialised scientific duties over a wide field of the atmospheric sciences covering varied aspects and entailing the selection and drawing up of atmospheric research programmes and the responsibility for their implementation. The post calls for considerable experience and skill in research on atmospheric problems relevant to the work of the Centre and in organisational matters. It further requires a particular interest in research in unexplored fields, original ideas, the ability to formulate new theories, to arouse the interest of other research workers, and to direct them.	**Director of Administration Department**, reporting directly to the Director-General; responsible for the direction and co-ordination of the overall activity of the Department; responsible for the planning and assessment of administrative methods within the Centre; assistant in the conduct of relations with Member States, non-Member States and inter-governmental organisations in the field of administration; preparing working documents for the Finance Committee; assisting in all legal matters concerning the texts governing the Centre. Considerable knowledge of legal, economic and administrative matters required.

Scientific staff	Administrative staff
A6: Director of the Operations Department, reporting and advising directly to the Director-General; management of all aspects of the operational activities and of the technical facilities of the Centre, entailing the drawing up and development of important and complex operational programmes and the responsibility to carry them out. The post calls for considerable experience and knowledge in the atmospheric sciences, in the application of computers to weather forecasting, in the procedures of acquiring technical facilities and in management. It further requires a particular sense of responsibility, original ideas in the technical aspects of weather forecasts and the ability to arouse the interest of staff members and to lead them.	
A5: Head of Division, Reporting directly to the Director of Department and/or Senior Meteorological or Computer Scientist of very high ability. In charge of groups of scientists working on related problems or working on a particular aspect of a very high-level problem in atmospheric or computer science. The work calls for considerable scientific knowledge and relevant experience in one of these fields and/or a considerable experience in management.	

Scientific/Analytic staff	Administrative staff
A4: Principal Scientist/Analyst[*], responsible for leading a group of scientists/analysts working on a particular aspect of a problem in atmospheric or computer science of a high scientific level or Principal Scientist/Analyst working on a specific task. Head of Section or Deputy Head of Division, Principal Scientist/Analyst; considerable scientific knowledge and relevant experience required, who may replace the Head of Section as the leader of the team.	**Administrator**: Head of Section in charge of a particular aspect of administration which requires co-ordinated action in several allied fields of specialisation. Frequent contacts inside and outside the Centre. Considerable administrative knowledge and relevant experience required.
A3: Senior Scientist/Analyst*: Head of a Section or working as leader of a small team, as an experienced member of the team, or individually on specialised aspects of a problem on atmospheric or computer science. Relevant experience required.	**Administrator**: Head of Section, or working individually on a particular aspect of administration, the purposes of which are fixed and the work consists of executing studies, obtaining and judging information. Relevant experience required.
A2: Scientist/Analyst*: Usually working as a team member on a particular aspect of a problem of atmospheric or computer science of which they have gained relevant experience in the organisation or elsewhere.	**Administrator**: Administrator with limited delegated powers of decision. Assists in a particular activity within the Section. Relevant experience in the organisation or elsewhere.
A1: Recruitment grade for a newly graduated scientist.	Recruitment or training grade for newly graduated administrator.

[*] A profile of a Principal Scientist/Analyst, a Senior Scientist/Analyst and a Scientist/Analyst is given in the Appendix to this Annex.

Category L: Basic educational requirement – University education or equivalent, professional qualification and experience

Linguistic staff
L4: **Senior Translator/Reviser**, reporting directly to the Director of Administration. Produces completely accurate translations requiring no further revision. Ensures that the ideas and thoughts of the author are faithfully rendered. Long experience, perfect knowledge of at least two of the working languages with a very good knowledge of the third and, if possible, some knowledge of the other two official languages is required, together with a thorough knowledge of the activities of the Centre.
L3: **Senior Translator**, translates texts containing more difficult subjects. Perfect knowledge of at least two of the official languages is required besides a long professional experience and proved ability to turn out absolutely correct texts.
L2: **Translator**, translates from one official language into another language, studies the more complicated original to master its meaning, takes care to preserve the spirit and shades of meaning of the original text. Perfect knowledge of one of the official languages is required, together with a very good knowledge of one of the other official languages.
L1: Recruitment grade for newly graduated translator.

Category B: Basic educational requirement – Secondary standard of education or equivalent experience

Scientific Assistance/Technical	Administrative Assistance/Clerical/Secretarial
B6: In charge of a section of work of a responsible but normal nature under the guidance of a scientist: Senior technician, programmer I. A sound scientific background is essential.	In charge of a section of work of a responsible but mainly normal nature under the guidance of an administrator. Sound judgement, ability to make recommendations on particular problems within their province are essential.
B5: Similar to B6 in scientific background abilities, but work of a less responsible nature. Experienced technician, programmer II, shift leader, senior console operator.	Similar to B6 in abilities but work of a less responsible nature, or clerk in charge of an office engaged in normal work.
B4: Qualified technician with sufficient experience to work without supervision. Similarly draughtsperson, trainee programmer, operator I, giving routine assistance on scientific work.	Experienced clerk. Bi-lingual or tri-lingual senior secretary.
B3: Basic grade for qualified technicians, with higher technical education or secondary education and at least three years' experience. Similarly draughtsperson, operator II.	Clerk, bi-lingual secretary.
B2: Technician and draughtsperson but not yet fully qualified. Or assistant.	Clerical assistant with some experience. Bi-lingual typist with unilingual shorthand.
B1: Basic grade for unqualified technicians and draughtspersons.	Unilingual typist. Clerical assistant.

Category C: Basic educational requirement – Lower secondary standard of education supplemented where appropriate by some technical or equivalent training and experience

C6: Supervisor, principal technician and assimilated, calling for technical knowledge and/or carrying out some responsibilities and/or ensuring discipline and co-ordinating the work of a small unit. The senior official in the category.
C5: Performance of manual work requiring knowledge acquired during training for a semi-skilled job and previous experience in a similar job.
C4: Performance of simple manual work requiring a certain manual skill and care and knowledge which can be acquired during a short period of instruction or adequate previous practical experience.
C3: Performance of elementary manual work requiring some unaccustomed physical effort which can be carried out according to precise explanation and after a short period of instruction.
C2: Performance of elementary manual work not requiring any unaccustomed physical effort, which can be carried out according to precise explanation or after a short period of instruction.
C1: Performance of unskilled manual or service work.

APPENDIX TO ANNEX VI

A4: Principal Scientist/Analyst

For staff at this grade, a university education with considerable post-graduate experience in the fields of atmospheric and/or computing science is essential. They must have made a significant contribution in their own area of specialisation and possess an up-to-date and wide professional and technical knowledge of the atmospheric or computing sciences. They may be employed as Section Heads with administrative and specific planning responsibilities, or as specialists with considerable individual merit working independently without any major administrative duties.

As Section Heads, they will have to plan and organise the research and/or development for their own group and distribute projects to subordinates in the light of their abilities and specialisation.

A3: Senior Scientist/Analyst

Staff at this grade should have had a university education with post-graduate experience in the fields of atmospheric and/or computing science and should have already made a relevant personal contribution in one of these areas.

Alternatively, they could possess equivalent technical diplomas or qualifications and have considerable practical experience in a particular area of atmospheric or computing science. Usually, they will be leaders of small teams of scientists and/or programmers working on a specific task, though they could also be working independently as a specialist. They are expected to assist Section Heads with the planning and organisation of the work programmes.

A2: Scientist/Analyst

Staff at this grade should have had a university education and should have relevant experience in the atmospheric or computer sciences or in a related field. Alternatively, they could possess equivalent technical diplomas or qualifications with relevant practical experience. They will usually be members of a small team working in a particular area of atmospheric or computer science, though exceptionally they may be working independently on a specific task.

ANNEX VII

Conditions of appeal and rules of procedure for the Appeals Board (Article 39 of the Staff Regulations)

Article 1: Appeals

1. The Appeals Board shall only admit appeals provided that the Claimant has written to the Director-General within 20 days of the date of notification of the decision appealed from, requesting that such decision be withdrawn or modified, and provided that the Director-General has either rejected such request or failed to reply to the Claimant within 20 days.
2. The Appeals Board shall annul any decision against which there was an appeal, if the decision is directed against the Claimant and affects their personal rights, and if the decision is contrary to the Staff Regulations, a policy or instruction, or to the Claimant's terms of appointment.
3. The Appeals Board may not replace a decision which it has annulled with an alternative decision of its own, or order the Respondent to take any particular action in respect of the Claimant or any potential claimant, but can recommend the Respondent to reconsider its decision in the light of the decision of the Appeals Board.
4. However, if a decision was annulled, the Appeals Board may order the Respondent to compensate the Claimant for damages suffered as a result of the annulled decision.
5. Appeals shall be lodged with the Secretariat of the Appeals Board within 60 days from the date of final notification of the decision appealed from, or within 90 days, if the Parties agree so in advance to allow more time for an amicable solution. Nevertheless, the Appeals Board may, in exceptional cases, beyond the Claimant's reasonable control, admit appeals lodged after 60 or 90 days.
6. Appeals can be lodged during office hours in the Secretariat in the presence of the Secretary or an assistant.
7. Alternatively, appeals can be lodged by registered mail or by email sent to the Secretariat's officially announced postal or email address. The date of receipt at the Secretariat is the date of lodgement.
8. Appeals shall be made in writing. They shall state all grounds of appeal put forward by the Claimant and be accompanied by all documentary evidence in support thereof. Upon request, the Secretariat shall make documents of the Centre available to former staff members and their heirs and assigns, if such documents are reasonably available to current staff members.
9. Either Party may be represented at any stage of the appeal and may render written and oral submissions through a representative. Upon request, representatives must present a letter of representation to the Secretariat.
10. Appeals shall not stay the execution of the decisions appealed from, unless decided otherwise in accordance with Article 5.

Article 2: Preliminary procedure

1. The preliminary procedure consists of an exchange of further written submissions from the Parties following the lodgement of an appeal: comments, a reply, and a rejoinder.
2. The Chair may set a date until which it will accept any further written submissions by either Party, if any.
3. Appeals shall be transmitted by the Secretariat to the Respondent, who shall submit comments to the Secretariat within 30 days from the date of the lodgement of the appeal, unless the Chair extends this period. These comments shall be communicated by the Secretariat to the Claimant.
4. The Claimant may, within 20 days from the date of the submission of the comments, submit a reply in writing to the Secretariat. The Chair may extend this period. The reply, if any, shall be communicated by the Secretariat to the Respondent.
5. The Respondent may, within ten days from the date of the submission of the reply, submit a rejoinder in writing to the Secretariat. The Chair may extend this period.
6. Appeals and each submission, along with the documentary evidence in support as well as translations, if any, shall be communicated to the panel by the Secretariat as soon as it is reasonably possible.
7. The Respondent may file a request for summary dismissal of the appeal on the grounds of apparent inadmissibility within 15 days from the date of the lodgement of the appeal. The Secretariat will inform the Claimant and submit the appeal together with the request to the Chair of the Appeals Board immediately.
8. Where the Chair of the Appeals Board holds that an appeal is apparently inadmissible, they may instruct the Parties to take no further action on it until the next deliberations of the Appeals Board panel. Such ruling shall suspend all procedural time limits.
9. After considering the appeal, the Appeals Board panel may either summarily dismiss the appeal, by unanimous decision, as being apparently inadmissible and stating the grounds therefore, or may decide to proceed with the appeal and the Secretariat will notify the Parties accordingly. Upon such notification, the preliminary procedure shall resume and the Respondent shall submit comments (Article 2.3) to the Secretariat within 20 days. The Chair may extend this period.

Article 3: Convening of the Appeals Board

1. The Appeals Board shall be convened by its Chair.
2. The Appeals Board shall, as a general rule, resolve appeals submitted to it not later than 90 days after the date of their lodgement.

3. The Chair may, in fixing the date of hearings of the Appeals Board, depart from the general rule laid down in paragraph 2 of this article for the purpose, in particular, of enabling several appeals to be considered at the same session, provided that, in principle, not more than 75 days shall elapse between the date of lodgement of an appeal and its consideration by the Appeals Board.

Article 4: Hearings and deliberations of the Appeals Board

1. The Appeals Board will render its decision based upon the appeal and the further written submissions. A hearing will be held, unless the Appeals Board decides otherwise at the request of a Party or if both Parties agree to waive their right to a hearing.
2. Hearings are public, unless decided otherwise by the Appeals Board ex officio or at the request of a Party. A summary record of the hearing is shared with the Parties.
3. A hearing is convened by the Appeals Board with a notice period of no less than 20 days.
4. At a hearing, the Parties may make oral statements in support of the arguments put forward in their submissions. Simultaneous interpretations can be permitted by the Appeals Board.
5. The Appeals Board may require the production of any document which it deems useful for the consideration of the appeal before it. Documents so produced shall also be communicated to the Respondent and to the Claimant.
6. The Appeals Board panel shall hear any witnesses whose evidence it deems may be useful in the proceedings and may allow the Parties to direct questions at those witnesses. Any staff member of the Centre called as a witness shall appear before the Appeals Board and may not refuse to give the required information. The Chair will instruct each witness to answer truthfully.
7. To call a witness, the Appeals Board shall issue an order to be sent to the witness in due time before the hearing. The order shall contain the date and place of the hearing and an indication of the facts about which the witness is to be heard. Should a witness be unable to attend the hearing, they may be invited to reply in writing to questions put to them.
8. If one or both Parties, although duly summoned, fails or fail to appear before the Appeals Board, without producing a valid reason, the Appeals Board may proceed with the hearing and render a final decision.
9. No person attending a non-public hearing of the Appeals Board shall afterwards divulge any evidence of facts or opinions which come to their knowledge during the hearing and which are not contained in the decision.
10. The members of the Appeals Board shall deliberate in private. The Appeals Board may decide to hold deliberations remotely by phone, video, or similar means.

Article 5: Stay of execution

Under exceptional circumstances, the Appeals Board may make an interim order staying the execution of the decision complained of, pending a final decision of the Appeals Board in accordance with Article 6.

Article 6: Decisions of the Appeals Board

1. Decisions and rulings of the Appeals Board shall be taken by majority vote. They shall be delivered in writing and shall state the grounds and the reasons on which they are based.
2. The Centre maintains the Appeals Board and also bears the costs of the Respondent as a Party to an appeal.
3. Upon request, the Claimant can be reimbursed for expenses according to the following principles:

   (a) The Centre covers the cost of translations to the extent provided for in these rules. Additional translations are reimbursed only if so decided by the Appeals Board.

   (b) Reasonable travel and subsistence expenses incurred by the Claimant shall be reimbursed, except where it is shown that the Claimant was not acting in good faith.

   (c) Reasonable legal costs incurred by the Claimant shall be reimbursed to the extent that an appeal is successful.
4. The Appeals Board may also decide that the Centre shall reimburse reasonable travel and subsistence expenses incurred by witnesses who have been heard, within limits which it shall fix in agreement with the Director-General, and to be calculated on the basis of the provisions of Article 23 and Annex III of the Staff Regulations. In taking such decisions, the Appeals Board shall take into account the nature of the dispute and the amount involved.
5. The original copy of the decision shall be archived by the Secretariat. The Secretariat shall notify the Parties of the decision by delivering one certified true copy to each Party.
6. The decisions of the Appeals Board shall protect personal data. The Secretariat will publish the decision with anonymizations approved by the Chair.
7. Where the Parties come to a settlement agreement which brings the appeal to an end, the terms of the agreement may be recorded at any time during an appeal in a document signed by the Chair. The document shall be served on the Parties and shall constitute an official record. The appeal shall then be removed from the register by order of the Chair. The Chair shall give a decision as to costs in accordance with the agreement or, failing that, at their discretion.

Article 7: Revision, Clarification

1. Decisions of the Appeals Board are final, except for purposes of revision or clarification.
2. A Party may request the Appeals Board to revise the decision in the event of the discovery of a fact that had already occurred before the date of the hearing or evidence of decisive importance which, at the time of the hearing, was unknown to the Appeals Board and to the Party requesting the revision.

3. The request for revision must be lodged with the Secretariat of the Appeals Board within 40 days from the date of discovery of the fact or the evidence and, in any event, within two years from notification of the decision in question.

4. All provisions of Article 39 of the Staff Regulations and of this Annex VII, mutatis mutandis, shall apply to the revision procedure. The preliminary procedure following the request for revision shall be limited to a comment by the responding Party, unless decided otherwise by the Chair.

5. Where the operative provisions of a decision are ambiguous or incomplete or where they are inconsistent either with each other or with reasons in point of law, either Party may, within 20 days from the day of the notification of the decision, request the Appeals Board to clarify the provisions.

Article 8: Communication, Time limits

1. The Appeals Board and the Parties should communicate with each other only through the Secretariat and do so by email, unless requested otherwise by the Chair. All communication with either Party, to and from the Appeals Board, has to be shared with the other Party if such communication can be deemed reasonably relevant. The Parties may agree to exchange direct privileged communications without involving the Appeals Board or the Secretariat.

2. All submissions to the Appeals Board may be submitted in any one of the Centre's working languages. The Appeals Board shall operate (communicate, conduct hearings and deliver rulings and decisions) in English.

3. The Secretariat shall facilitate the translation of documents and oral evidence from one of the Centre's other working languages into English and vice versa at the Centre's expense and will communicate the translations to the Parties and the Appeals Board.

4. Rules contained in this section apply to all time limits contained in this Annex VII, Article 39 of the Staff Regulations and rules enacted under Article 39.18 of the Staff Regulations.

5. All time limits shall run from 12 am local time at ECMWF headquarters of the first day of each time limit.

6. All time limits determined by days shall only relate to full ECMWF working days (Articles 29 and 30 of the Staff Regulations). If the first or last day of a time limit falls on a Saturday, Sunday, or a day officially recognized as a full or partial holiday by the Centre at the Claimant's duty station, the next full working day takes the place of this day.

7. Where a time limit runs from a submission or notification, it shall begin only from the date of reception of the submission or notification, including all translations necessary under Articles 8.2 and 8.3, by the Party to whom the time limit applies. The Secretariat and the Parties shall acknowledge receipt of submissions and notifications.

ANNEX VIII

Special provisions applicable to staff members authorised to work part-time prior to 1 January 2009

Article 1

A staff member may, at their request, be authorised by the Director-General to work part-time at least 20 hours per week, provided that such an arrangement is compatible with the service requirements.

Article 2

Authorisation to work part-time shall be granted only on duly attested grounds of a family nature. Medical problems of a family member do not normally justify part-time work by a staff member.

Article 3[1]

Authorisation to work part-time shall be given for a maximum period of one year. It may be renewed on the same conditions upon application made at least one month before expiry of the period for which authorisation was granted.

Article 4

The staff member must notify the Centre if the reasons justifying authorisation to work part-time cease to exist. In such cases, authorisation may be withdrawn before the end of the period for which it was granted, subject to not less than one month's notice.

At the staff member's own request, the Director-General may authorise them, subject to the same period of notice, to resume full-time work.

Article 5

A staff member working part-time shall not undertake any other employment outside the Centre.

Article 6

A staff member working part-time shall work each day or each week, as the case may be, in accordance with a timetable laid down by the Director-General.

Article 7

In calculating the seniority required for an increment, the period during which the staff member works part-time work shall be counted as full-time work.

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[1] The revised text of paragraph 3 was adopted by the Council at its 40th session (June 1994) (ECMWF/C/40/M(94)1).

Article 8

1. With the exception of the dependants' allowances and the education allowance provided for under Articles 16 and 17 of the Staff Regulations respectively, which shall be payable in full, a staff member working part-time shall receive the various components of the remuneration corresponding to their grade and step reduced in proportion to the reduction in working hours.

2. The minimum fixed for the household allowance under Article 15.A.1 of the Staff Regulations shall be reduced in proportion to the reduction in working hours.

   For the purpose of Article 15.A.3 of the Staff Regulations, the two amounts used for the calculation shall be reduced in proportion to the reduction in working hours. The household allowance shall in no case be greater than 6% of the salary of the staff member working part-time or, as the case may be, than the minimum household allowance referred to in Article 15.A.1 last sentence, reduced in proportion to the reduction in working hours.

3. The minimum fixed for the expatriation allowance, based on the amount of the expatriation allowance due to a staff member in grade B3, step 1, shall be reduced in proportion to the reduction in working hours.

4. For the purposes of Article 20 of the Staff Regulations, a staff member working part-time may receive the rent allowance if the rent reduced in proportion to the reduction in working hours exceeds the fraction of emoluments specified in this article of the Staff Regulations. For the purposes of Article 20.5 of the Staff Regulations, the rent allowance for a staff member working part-time shall be a percentage of the difference between the rent reduced in proportion to the reduced working hours and the fraction of the staff member's emoluments as specified in Article 20.4 of the Staff Regulations.

5. For a staff member working part-time, the amount of the language allowance provided for under Article 21 of the Staff Regulations shall be the value of a step for grade B2, reduced in proportion to the reduction in working hours.

Article 9

The benefits provided for under Article 35 of the Staff Regulations (sick leave and extended sick leave) shall be calculated on the basis of part-time remuneration up to the end of the period for which authorisation to work part-time has been given, and thereafter on the basis of full-time remuneration.

Article 10

The benefits provided for under Article 27 of the Staff Regulations (indemnity for loss of job) shall be calculated as follows:

A. Paragraphs 3 and 4 of Annex V of the Staff Regulations:

(a) Periods of part-time service shall count as periods of full-time service in reckoning the number of years served.

(b) The amount of the indemnity for loss of job shall be equal to one half of the sum of:

i) the staff member's monthly emoluments corresponding to full-time work multiplied by the number of months remaining up to the expiry of the appointment for which they were not authorised to work part-time; and

ii) the staff member's monthly emoluments corresponding to part-time work multiplied by the number of months remaining up to the expiry of the appointment for which they were authorised to work part-time.

(c) The ceilings of five, eight and ten months' emoluments shall be calculated on the basis of a weighted average of the part-time and full-time service already completed and still remaining.

B. Paragraphs 6 and 7 of Annex V of the Staff Regulations:

(a) Periods of part-time service shall count as periods of full-time service in reckoning the number of years served.

(b) The amount of the indemnity for loss of job shall be equal to the sum of:

i) the staff member's monthly emoluments corresponding to full-time work multiplied by the number of years served full-time; and

ii) the staff member's monthly emoluments corresponding to part-time work multiplied by the number of years served part-time.

(c) The ceiling of 24 months' emoluments shall be calculated on the basis of a weighted average of the part-time and full-time service accomplished; if the staff member has served 24 years full-time, the ceiling is calculated on the basis of 24 months' full-time emoluments.

Article 11

1. For a staff member working part-time, a day's annual leave, home leave and paid special leave shall be understood as a day reduced in proportion to the reduction in working hours and remunerated as such.

2. Entitlement to refund of travelling expenses for home leave under the terms of Article 34.4 of the Staff Regulations shall be reduced in proportion to the reduction in working hours.

ANNEX IX

Special provisions applicable to staff members authorised to work part-time Applicable for new part-time cases with effect from 1 January 2009[1]

Article 1

The Director-General may:

- Authorize a staff member, at their request, to work part-time between 50% and 90% of the normal working hours, provided that such an arrangement is compatible with the service requirements.
- Recruit a staff member to work part- time between 50% and 90% of the normal working hours, provided that such an arrangement is compatible with the service requirements.

Article 2

Authorisation following a staff member request to work part-time may be granted on a temporary or permanent basis, provided the staff member has completed the probationary period.

Article 3

Part-time work on a temporary basis can be granted for up to one year at a time and the overall duration may not normally exceed three years. It may be renewed yearly upon application made at least one month before expiry of the period for which authorisation was granted.

If temporary part-time work continues beyond three years, the part-time arrangement will be considered to be permanent, and the remaining post may be used for additional recruitment. It can be reverted back to a full-time post only if both parties agree.

Where a staff member is recruited on a part-time basis, the part-time arrangement will be considered to be permanent as from the recruitment. A part-time arrangement can be changed only if both parties agree and the resulting arrangement remains within the available funding.

Article 4

If a staff member wishes to cease part-time work on a temporary basis before the end of the period for which it was granted, the authorisation to work part-time may be withdrawn by the Director-General, subject to not less than one month's notice.

Article 5

A staff member working part-time shall not undertake any other employment outside the Centre, unless specifically authorised by the Director-General.

[1] Adopted by the Council at its 70th session (December 2008).

Article 6

A staff member working part-time shall work each day or each week, as the case may be, in accordance with a timetable laid down by the Director-General.

Article 7

In calculating the seniority required for an increment, the period during which the staff member works part-time work shall be counted as full-time work.

Article 8

1. The staff member shall receive all components of the remuneration in proportion to the reduction in working hours, with the exception of the allowances for a child with a disability and the supplement for disabled or severely disabled child, which shall be paid in full.
2. The minimum fixed for the household allowance under Article 15.A.1 and for the expatriation allowance under Article 18 of the Staff Regulations shall be reduced in proportion to the reduction in working hours.
3. For the purpose of Articles 15.A.3 and 15.B.4 of the Staff Regulations, the amount of the household allowance or basic family allowance payable shall be established by reducing pro rata the earned income of the spouse and that of the staff member of grade B3, step 1 or C1, step 1 respectively.
4. For the purpose of calculating the rent allowance under Article 20 of the Staff Regulations, only that part of the rent corresponding to the reduction in working hours will be taken into account.

Article 9

The benefits provided for under Article 35 of the Staff Regulations (sick leave and extended sick leave) shall be calculated on the basis of part-time remuneration up to the end of the period for which authorisation to work part-time has been given, and thereafter on the basis of full-time remuneration.

Article 10

If a staff member working part-time becomes entitled to an indemnity for loss of job in accordance with Article 27 and Annex V of the Staff Regulations, periods of part-time shall be taken into account proportionally in establishing the amount of the indemnity to be paid.

Article 11

1. For a staff member working part-time, a day's annual leave, home leave and paid special leave shall be understood as a day reduced in proportion to the reduction in working hours and remunerated as such.
2. Entitlement to refund of travelling expenses for home leave under the terms of Article 34.4 of the Staff Regulations shall be reduced in proportion to the reduction in working hours.