

RESOLUTION No.454

**AMENDMENTS TO THE STAFF RULES CONCERNING THE ANNUAL DISCLOSURE
STATEMENT AND LEAVES OF ABSENCE FOR TRAINING**

The EXECUTIVE COMMITTEE, at its Twenty-sixth Regular Meeting,

HAVING SEEN:

Document IICA/CE/Doc.487(06), "Proposed Amendments to the Staff Rules and the Rules of Procedure of the General Directorate,"

CONSIDERING:

That some provisions of the Staff Rules need to be amended so that they reflect better practice, clear up ambiguities and facilitate improvements to enable the Institute to move forward with the modernization of the regulatory framework for the management of its human resources;

That, at its most recent meeting, the Special Advisory Commission on Management Issues (SACMI) considered and discussed proposed amendments to the Staff Rules, presented by the Director General, dealing with the Annual Disclosure Statement and leaves of absence for training;

That, based on the observations made by the SACMI, the Director General amended the original proposal and submitted it to the Executive Committee for consideration at its Twenty-sixth Regular Meeting;

That, in keeping with Article 3(h) of its Rules of Procedure, the Executive Committee is empowered to modify the Staff Rules, provided that such modification is consistent with the Rules of Procedure of the General Directorate,

RESOLVES:

To adopt the amendments to the Staff Rules contained in Annex A.

ANNEX A

STAFF RULES

Chapter III Duties, Obligations and Privileges

Current text	Proposed text
<p>Rule 3.5 Outside Activities and Interests</p> <p>3.5.8 On or before March 31 of each year, the Director General and any other IICA staff member who occupies a position of trust or serves as Representative in a country shall submit a fully completed Annual Disclosure Statement (ADS) to the Director of Human Resources. The ADS shall be dated and signed by the staff member under oath before a public notary provided by the Institute, and shall at a minimum, contain the following:</p> <ol style="list-style-type: none"> a. A statement by the staff member that the information set out in the ADS is true and accurate to the best of his knowledge and belief. b. A list of all associations, enterprises, or companies with which the staff member is connected, directly or indirectly, with an indication of the nature of the connection, including the staff member's position, if any, within said association, enterprise, or company. c. A list of the staff member's creditors, except those to whom he is indebted for a mortgage on his personal residence or for ordinary living expenses such as household furnishing, automobiles, education or vacations. d. Such other information which the Director General considers necessary and reasonable for avoiding conflicts of interest within the Institute. 	<p>Rule 3.5 Outside Activities and Interests</p> <p>3.5.8 On or before March 31 of each year, the Director General and any other IICA staff member who occupies <i>appointed to</i> a position of trust, <i>as well as any staff member appointed to the position of Representative of the Institute in a Member State,</i> or serves as Representative in a country shall submit a fully completed Annual Disclosure Statement (ADS) to the Director of Human Resources. The ADS <i>All Annual Disclosure Statements</i> shall be dated and signed by the staff member under oath before a public notary provided by the Institute, <i>witness</i> and shall, at a minimum, contain the following:</p> <ol style="list-style-type: none"> a. A statement by the staff member that the information set out in the ADS <i>A certification</i> Annual Disclosure Statement is true and accurate to the best of his <i>the staff member's</i> knowledge. b. A list of all associations, enterprises, or companies with which the staff member is connected, directly or indirectly, with an indication of the nature of the connection, including the staff member's position, if any, within said association, enterprise, or company. c. A list of the staff member's creditors, except those to whom he <i>the staff member</i> is indebted for a mortgage on his/<i>her</i> personal residence or for ordinary living expenses such as household furnishings, automobiles, education or vacation. d. Such other information which the Director General considers necessary and reasonable for avoiding conflicts of interest within the Institute.

STAFF RULES

Chapter VI Annual Vacation and Leave

Current Text	Proposed Text
Rule 6.5 Leave for Further Professional Training	Rule 6.5 Leave for Further Professional Training
Staff members may be granted by the Director General, leave to obtain further professional training, when this will better the staff member's performance and increase his capability, to IICA's benefit. This type of leave is granted in accordance with the provisions of Rule 6.4 above. (Article 49).	Staff members may be granted by the Director General, leave to obtain further professional training, when this will better the staff member's performance and increase his capability, to IICA's benefit. This type of leave is granted in accordance with the provisions of Rule 6.4 above. The Director General may grant special leave to staff members for the purpose of pursuing professional training to improve their skills and capacity to serve the Institute in accordance with its needs. This type of leave is granted in accordance with the provisions of Rule 6.4 above. Special Leave for Professional Training shall normally be without pay; however, in lieu of pay, the Director General may grant the staff member an allowance of up to 50% of his/her basic salary if he determines, pursuant to published guidelines, that it is in the Institute's interest. (Article 49).