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# **STAFF REGULATIONS**

Global  
Green Growth  
Institute

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# **STAFF REGULATIONS**

## **ARTICLE 1: SCOPE AND DEFINITIONS**

### **Regulation 1.1**

#### **Scope**

- (a) The Staff Regulations set out the broad principles of human resources policy for the staffing and administration of the Global Green Growth Institute.*
- (b) The Staff Regulations apply to all staff at all levels, including the Director-General.*
- (c) For purposes of these Staff Regulations, staff or staff members refer to any person appointed or engaged by the Director-General to work full-time or part-time for GGGI under a letter of appointment, individual contractor agreement or other contractual modality that are subject to the Staff Regulations. This term does not include individual consultants engaged to provide temporary or deliverable-based services, interns and secondees, unless otherwise expressly provided in their terms and conditions of engagement.*

### **Regulation 1.2**

#### **Staff Rules**

- (a) The Director-General shall provide and enforce such Staff Rules consistent with the principles embodied in these Staff Regulations as he or she considers necessary.*
- (b) The Director-General may delegate to any staff member or committee or unit of GGGI the authority to perform any of the functions referred to in these Staff Regulations.*
- (c) In the event of conflict between the Staff Regulations and the Staff Rules, the Staff Regulations shall prevail.*

## **ARTICLE 2: STATUS, DUTIES AND OBLIGATIONS**

### **Regulation 2.1**

#### **Status of staff**

- (a) As staff of an institution common to all member countries, staff members shall respect and do their utmost to maintain the international character of the institution. Consequently, their loyalty is to the institution and to no other authority.*
- (b) By accepting appointment, staff members pledge themselves to discharge their functions and regulate their conduct with the interests of GGGI only in view and to advance its objectives as set out in the Establishment Agreement.*

## **Regulation 2.2**

### **Privileges and immunities**

*(a) Any privileges and immunities enjoyed by GGGI in respect of its staff members are conferred in the interests of GGGI, not for the personal benefit of the staff member. These privileges and immunities furnish no excuse for failure by staff members to observe the applicable laws and police regulations of the state in which they are located, or for non-performance of their private obligations.*

*(b) In any case where an issue arises regarding the application of privileges and immunities, the staff member concerned shall immediately report the matter to the Director-General, who shall decide whether there is immunity and, if so, whether it should be waived.*

*(c) In the case of the Director-General, the Assembly shall have the right to waive immunities.*

## **Regulation 2.3**

### **Core values**

*(a) Staff members shall contribute to creating a work environment where diversity of culture and the personal dignity of every staff member is respected. They shall refrain from any form of harassment or discrimination against any individual or group of individuals and they shall not abuse the power and authority vested in them.*

*(b) Staff members shall uphold the highest standards of efficiency, competence, merit and integrity. The concept of integrity includes, but is not limited to, probity, impartiality, fairness, honesty and truthfulness in all matters affecting their work and status.*

*(c) Staff shall conduct themselves at all times in a manner consistent with GGGI's Code of Conduct promulgated by the Director-General.*

## **Regulation 2.4**

### **General duties and obligations**

*(a) Staff members are subject to the authority of the Director-General, who may assign them to any of the activities or offices of GGGI. In exercising such authority, the Director-General shall seek to ensure, having regard to the circumstances, that all necessary safety and security arrangements are made for staff carrying out the responsibilities entrusted to them.*

*(b) In the performance of their duties, staff members shall neither seek nor receive instructions from any government or from any other source external to GGGI.*

*(c) While staff members' personal views and convictions, including their political and religious convictions, remain inviolable, staff members shall ensure that their personal views and convictions do not adversely affect the discharge of their official duties or the interests of GGGI. Staff members may exercise the right to vote but shall ensure that their participation in any political activity is consistent with, and does not reflect adversely upon, the independence and impartiality required by the international character of their position.*

*(d) Staff members shall conduct themselves at all times in a manner befitting their status as staff of an international organization and shall not engage in any activity that is incompatible with the proper discharge of their duties with GGGI. They shall refrain from any action, and in particular any kind of public pronouncement, incompatible that may adversely reflect on their status or on the integrity, independence and impartiality that are required by that status.*

*(d) Staff members shall not use their office or the knowledge gained from their official functions for private advantage or for the private advantage of any third party.*

*(e) Staff members shall exercise the utmost discretion with regard to all matters of official business. They shall not communicate to any government, entity, person or any other source any information known to them by reason of their official position that they know or ought to have known has not been made public, except as appropriate in the normal course of their duties or by authorization of the Director-General. These obligations do not cease upon separation from service.*

## **Regulation 2.5**

### **Honors, gifts or remuneration**

*(a) No staff member shall accept any honor, decoration, remuneration, favor or gift of any monetary value from any government. If refusal of an unanticipated honor, decoration, remuneration, favor or gift from a government would cause embarrassment to GGGI, the staff member may receive it on behalf of GGGI and then report and entrust it to the Director-General, who will either retain it for GGGI or arrange for its disposal for the benefit of GGGI or for a charitable purpose.*

*(b) No staff member shall accept any honor, decoration, remuneration, favor or gift of any monetary value from any non-governmental source external to GGGI without first obtaining the approval of the Director-General.*

*(c) The principles set out in (a) and (b) above are subject to the relevant provisions of the Code of Conduct, which provide further details on honours, gifts and remuneration.*

## **Regulation 2.6**

### **Conflict of interest**

(a) *A conflict of interest occurs when, by act or omission, a staff member's personal interests interfere with the performance of his or her official duties and responsibilities or with the integrity, independence or impartiality required by the staff member's status as an international civil servant. When an actual or possible conflict of interest does arise, the conflict shall be disclosed by staff members to the Director-General, mitigated by GGGI and resolved in favor of the interests of GGGI.*

(b) *The Director-General may require staff members to file disclosure statements, as he or she deems necessary in the interest of GGGI.*

(c) *Staff members shall not engage in any outside occupation or employment, whether remunerated or not, without the prior approval of the Director-General.*

## **Regulation 2.7**

### **Use of Property and Assets and Intellectual Property**

(a) *Staff members shall use the property and assets of GGGI only for official purposes and shall exercise reasonable care when utilizing such property and assets.*

(b) *All rights - including title, copyright and patent rights – in any work performed or produced by staff members in connection with their official duties shall be vested in GGGI, unless such rights are waived in writing by the Director-General.*

## **Regulation 2.8**

### **Declaration**

(a) *Staff members shall affirm in writing the following declaration:*

*"I solemnly declare and promise to exercise in all loyalty, discretion and conscience the functions entrusted to me as an international civil servant of GGGI, to discharge these functions and regulate my conduct with the interests of GGGI only in view, and not to seek or accept instructions in regard to the performance of my duties from any government or other source external to GGGI."*

## **ARTICLE 3: CLASSIFICATION OF POSITIONS, GRADING AND PROMOTION**

### **Regulation 3.1**

#### **Classification of positions**

*The Director-General shall make appropriate provision for the evaluation and classification of positions and staff according to the nature of the duties, the responsibilities and the knowledge, qualifications and experience required. Position categories shall consist of Executive, International and National categories.*

## **ARTICLE 4: SALARIES AND ALLOWANCES**

### **Regulation 4.1**

#### **General Principles**

*(a) The salary scales for positions shall be fixed by the Council and revised by the Council from time to time on the recommendation of the Director-General. The established salary scales shall be set out as Annex I to these Staff Regulations.*

*(b) GGGI salary scales are intended to be sufficient to attract and retain people with the required personal and professional skills and qualifications taking into account the prevailing conditions of employment in the concerned locality.*

*(c) Except in relation to the Director-General, the Deputy Director-General and the Assistant Director-Generals, the salaries of staff members shall be decided by the Director-General in accordance with the nature of the duties and responsibilities required of the position, and in accordance with the salary scales and general principles established by the Council. The salaries of the Director-General, the Deputy Director-General and the Assistant Director-Generals shall be decided by the Council in accordance with the established salary scales and general principles.*

*(d) The Director-General may establish performance-based incentives to recognize and reward sustained and superior performance of staff members other than the Director-General, the Deputy Director-General and the Assistant Director-Generals.*

*(e) The Council shall determine, on the basis of annual performance assessments, the amount of annual performance bonus to be awarded to the Director-General, the Deputy Director-General and the Assistant Director-Generals.*

*(f) Host country agreements in GGGI's countries of operation shall include conditions regarding tax on income derived from employment with GGGI which are comparable to those accorded to staff of other international organizations.*



## **Regulation 4.2**

### **Allowances**

*(a) Staff members may be eligible under the Staff Rules for expatriate allowances, which include housing allowance, education related allowance, home leave allowance, hardship allowance, and such other benefits as the Director-General may determine in the Staff Rules.*

*(b) The Director-General shall establish terms and conditions under which mobilization and demobilization allowances and cost of living allowance shall be available to a staff member who is authorized to travel on appointment, transfer, re-assignment or separation from service.*

*(c) The Director-General may, from time to time, establish other benefits and allowances deemed necessary for the effective functioning of GGGI, within the approved budget and having regard to rules of sound management and financial principles.*

## **ARTICLE 5: RECRUITMENT, APPOINTMENT AND DEVELOPMENT**

### **Regulation 5.1**

#### **Appointment**

*(a) In accordance with Article 10.7 of the Establishment Agreement, the Director-General shall be responsible for the appointment, assignment and posting of staff members in accordance with these Staff Regulations and the Staff Rules.*

*(b) As further provided in Article 10.7 of the Establishment Agreement, the foremost consideration in the exercise of this authority shall be to secure and retain staff members who possess the highest standards of efficiency, competence, merit and integrity, taking into account the principle of gender equality and maintenance of institutional harmony and staff morale. Due regard shall be paid to the importance of recruiting staff on as wide a geographical basis as practicable.*

*(c) As a general principle, the appointment of new staff members shall be made on a competitive basis. The general nature and extent of material exceptions to this basis shall be reported periodically to the Council.*

*(d) Staff members are required to possess the degree of physical and mental fitness needed for the efficient performance of their duties. Accordingly, the Director-General may require staff members to undergo a medical examination to establish their fitness before appointment and, thereafter, whenever the interests of GGGI so demand.*

## **Regulation 5.2**

### **Recruitment and Selection of staff members**

(a) *Selection, assignment and promotion of staff members shall be made without distinction as to race, nationality, gender, sexual orientation, or religion.*

(b) *In filling vacancies, full regard shall be paid to persons already in the service of GGGI who possess the requisite qualifications and experience and have demonstrated sustained superior performance and then to external candidates with similar qualifications and experience. The Director-General shall establish in the Staff Rules procedures for the internal selection of existing staff members for vacant positions taking into consideration efficiency, competence, merit and integrity.*

(c) *Appointment shall not be granted to a person who bears any of the following relationships to a staff member: father, mother, son, daughter, brother or sister;*

(d) *The spouse of a staff member may be appointed provided that the spouse has been recruited through a competitive selection process and is fully qualified for the position, and provided that the person is not given any preference for appointment by virtue of the relationship to the staff member. The Director-General shall establish systems and procedures to ensure that the assignment of a spouse to a position will not cause any actual or perceived conflict of interest.*

(e) *The Director-General shall establish a process to ensure transparency and compliance with applicable rules and directives in every recruitment made by GGGI.*

## **Regulation 5.3**

### **Term of appointment**

(a) *Staff members shall be appointed for a fixed-term as specified in their employment contracts, and shall be subject to a probationary period as established by the Director-General.*

(b) *A fixed-term appointment does not carry any expectancy, legal or otherwise, of renewal or conversion, irrespective of the length of service or its extension.*

## **Regulation 5.4**

### **Performance of staff and staff development**

(a) *The Director-General shall establish a staff performance evaluation system.*

(b) *The Staff Rules shall provide for the development of internal and external training programs and learning opportunities for staff members for the purpose of improving their knowledge and skills to enable them to carry out their present duties more efficiently and to develop their potential for positions of greater responsibility within GGGI.*

## **Regulation 5.5**

### **Secondment**

*Staff members may be seconded by GGGI to governments, national institutions, intergovernmental organizations, non-governmental organizations, research and academic institutions, private sector entities and other entities of relevance to GGGI's activities or operations, upon terms and conditions prescribed by the Director-General.*

## **ARTICLE 6: ATTENDANCE AND LEAVE**

### **Regulation 6.1**

#### **Working hours and attendance**

*(a) The Director-General shall establish the normal working hours and the normal working week for each duty station in conformity with local practice in the duty station. Nevertheless, in cases of emergency or when the exigencies of the service require, the Director-General or any other manager acting on his or her behalf may, in accordance with the rules established by the Director-General, require a staff member to work beyond the normal working hours or week.*

*(b) The Director-General shall establish official holidays for each calendar year at each duty station by reference to the most commonly observed official holidays in the duty station.*

### **Regulation 6.2**

#### **Annual leave**

*Staff members shall be entitled to paid annual leave, as determined by the Director-General under the Staff Rules.*

### **Regulation 6.3**

#### **Other leaves**

*Staff members shall be entitled to such other leave as may be determined by the Director-General in the Staff Rules.*

### **Regulation 6.4**

#### **Special leave**

*Special leave may be authorized by the Director-General in exceptional cases.*

## **ARTICLE 7: SOCIAL SECURITY**

### **Regulation 7.1**

#### **Social security scheme**

*The Director-General shall establish a cost-effective and administratively efficient scheme of social security for staff, which includes provision for retirement savings, medical insurance, sick leave, parental leave and reasonable compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of GGGI, under terms and conditions specified by the Director-General in the Staff Rules.*

## **ARTICLE 8: TRAVEL AND REMOVAL EXPENSES**

### **Regulation 8.1**

*Staff members shall, in appropriate cases, be paid travel expenses for themselves and their dependents, under terms and conditions specified by the Director-General in the Staff Rules.*

### **Regulation 8.2**

*Subject to terms and conditions specified by the Director-General in the Staff Rules, GGGI shall in appropriate cases pay removal costs for staff members.*

## **ARTICLE 9: STAFF RELATIONS**

### **Regulation 9.1**

*(a) The Director-General shall establish and maintain continuous contact and communication with the staff in order to ensure the effective participation of staff in identifying, examining and resolving issues relating to human resources policies, conditions of work and staff welfare.*

*(b) In order to maintain a continuing dialogue between GGGI management and staff, a staff representative body shall be established for the purpose set forth in (a) above and whose primary function will be to improve cooperation and morale within GGGI and to promote healthy relations between staff and management.*

## **ARTICLE 10: SEPARATION FROM SERVICE**

### **Regulation 10.1**

#### **Resignation**

*Staff members may resign from service upon giving the Director-General the notice required under the terms of their appointment. The Director-General and the staff member may agree on a shorter or a longer notice period.*

### **Regulation 10.2**

#### **Death**

*A staff member's appointment shall expire on the death of the staff member.*

### **Regulation 10.3**

#### **Agreed Separation**

*A staff member may be separated by GGGI with his or her agreement, if such action is in the interest of GGGI.*

### **Regulation 10.4**

#### **Termination of appointment by the Director-General**

*(a) The Director-General may terminate the appointment of a staff member prior to the expiration date of the appointment in accordance with the terms of such appointment or for any of the following reasons:*

- i. if the necessities of service require abolition of the post or reduction of the staff;*
- ii. if the services of the staff member prove unsatisfactory;*
- iii. if the staff member is, for reasons of health, incapacitated for further service;*
- iv. abandonment of post;*
- v. if the conduct of the staff member indicates that the staff member does not meet the highest standards of integrity required by Staff Regulations or the Code of Conduct;*
- vi. if facts anterior to the appointment of the staff member and relevant to his or her suitability come to light that, if they had been known at the time of his or her appointment, would have precluded his or her appointment.*

*(b) The Director-General shall give reasons for the termination of the appointment of a staff member.*

*(c) The Director-General shall provide notice to staff members whose appointment are terminated, and termination indemnity in specific cases, in accordance with the rates and conditions established in the Staff Rules.*

## **Regulation 10.5**

### **Expiration of appointment**

*Unless terminated earlier under one of the previous provisions of this Article 10, a staff member's shall be separated from the service of GGGI upon the expiry of his or her appointment as specified in the employment contract.*

## **ARTICLE 11: DISCIPLINARY MEASURES**

### **Regulation 11.1**

*(a) The Director-General may impose disciplinary measures on staff members who engage in misconduct, whose conduct is unsatisfactory or prejudicial to the interests of GGGI or who falls seriously short of the norms and standards established by GGGI. Such disciplinary measures shall be imposed in conformity with the disciplinary process provided for in Regulation 11.1(b).*

*(b) The Director-General shall establish a process which shall deal with disciplinary matters, but without prejudice to his or her authority to summarily dismiss a staff member without notice or benefits for serious misconduct.*

## **ARTICLE 12: ADMINISTRATION OF JUSTICE**

### **Regulation 12.1**

*The Director-General shall in the Staff Rules establish an internal process, with staff participation, for the settlement of disputes as well as for appeals relating to administrative decisions directly affecting the contractual rights and benefits of staff members. Disputes and appeals must be based on an alleged non-observance of their terms of appointment, including the Staff Regulations and Staff Rules.*

### **Regulation 12.2**

*The Director-General shall make arrangements for staff members dissatisfied with the outcome of the internal appeal process, to have access to an independent arbitral mechanism if they wish to seek recourse against the validity of the final decision taken by the Director-General.*

## **ARTICLE 13: GENERAL PROVISIONS**

### **Regulation 13.1**

#### **Amendments**

*The Staff Regulations may be supplemented or amended by the Council, without prejudice to the acquired rights of staff members.*

### **Regulation 13.2**

#### **Entry into Force**

*These Staff Regulations shall enter into force on the date of their adoption by the Council, and shall annul, supersede and replace any previously approved Staff Regulations.*

### **Regulation 13.3**

#### **New or amended Staff Rules**

- (a) New and/or amended Staff Rules shall be consistent with the Staff Regulations.*
- (b) Subject to compliance with Regulation 13.3(a), new and/or amended Staff Rules shall be effective on the date of approval by the Director-General.*
- (c) The Director-General shall report to the Council the full text of new and/or amended Staff Rules.*



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