

## IALA STAFF RULES – UNITED KINGDOM REVIEW 2 August 2024

Page No - Article		Correction Type	Comment	
P8 – 3.2	“.....specific terms and conditions of the employment of the newly elected Secretary-General in accordance with the Staff Rules shall be determined by the President and the Chair of the Finance and Audit Group.”	Governance and Transparency	This article needs further explanation of the process. For transparency the terms and conditions should be approved by, or at least declared to the full Finance and Audit Group and/or the Council to ensure the budget is approved and allocated to cover the costs.	
P8 – 3.3	In cases where the Secretary-General is empowered by the Staff Rules to exercise discretion in their application, any decision that personally affects or concern the Secretary-General, shall be endorsed by the President.	Governance and Transparency	For transparency the terms and conditions should be approved by, or at least declared to the full Finance and Audit Group.	
P8 – 3.3	In cases where the Secretary-General is empowered by the Staff Rules to exercise discretion in their application, any decision that personally affects or concern the Secretary-General, shall be endorsed by the President.	Typo	To read <b>concerns</b> instead of <b>concern</b> .	
P9 – 4.1	“Staff members in Categories II and III shall <b>each</b> elect their staff representative and alternate by means of elections organized every three years and under electoral regulations agreed by the Secretary-General.”	Clarity	It is not clear from this whether there is a single Representative for Categories II and III, or that each Category has its own representative. There is reference to “representatives” in 4.6 so it appears that each Category has its own. Suggest the	

			addition of the word “each” will help clarify this.	
P9 – 4.1	“....elect their staff representative and alternate...”	Clarity	There is reference to an “alternate” but no further explanation what this means. Presumably this is another person who is voted in as the deputy to the representative. This requires clarification.	
P9 -4.2	To be a candidate, a staff member must be at least 18 years old, work for at least one year at the Organization and shall not live in a relationship nor be <b>ascendant</b> , brother or sister with the Secretary-General, the Deputy Secretary-General, the Dean or a director.	Correction	Suggest it should say ‘ <b>descendant</b> ’ which would reflect section 15.1 or just ‘close family member’	
P10 – 5.2	The workplace of Staff members may be transferred to any other place and / or any other existing or future establishment or headquarters of the Organization in line with the Convention and the decisions of the General Assembly. The Secretary-General will plan, organize the practical details of such transfer.	Correction	Staff does not need a capital here.	
P11 - 8.4(a)	the reimbursement of the cost travel shall be limited to economy class air travel or first-class rail travel; and	Correction	To read,  the reimbursement of the cost <b>of</b> travel shall be limited to economy class air travel or first-class	

			rail travel; and	
P13 – 9.7	Staff member	Correction	Staff members <del>s</del>	
P12-8.8	“Staff members undertake to immediately inform the Secretariat and manager on the same day by any way such as phone call, text, email etc. of any event preventing <del>them</del> from performing their duties, to specify the reasons and the expected duration of absence.”	Correction	Suggest the addition of the word “ <del>them</del> ” would make this section read correctly.	
P12-8.10	“The Secretary-General may grant special leave to staff members in the case of special circumstances such as death of a family member etc.”	Clarity	There is no definition of “special leave”. For the elimination of doubt it should be made clear that this is paid leave and set out what allowances continue to apply.	
P12-8.10	“The Secretary-General may grant special leave to staff members in the case of special circumstances such as death of a family member etc.”	Governance and Transparency	What is the maximum duration for special leave?	
P12-8.11	“The Secretary-General may grant, for valid and exceptional reasons, unpaid leave for a limited period.”	Governance and Transparency	What is the maximum duration for unpaid leave? “Limited” should be defined.	
P12-9.1	“By accepting <del>the</del> appointment, they undertake to discharge their duties and to regulate their conduct with the sole interests of the Organization <del>in mind</del> .”	Correction	Suggest the addition of the words “the” and “in mind” would make this section read better.	
P13-9.7	“Staff member <del>s</del> undertakes <del>s</del> both during and after the termination....”	Correction	Other articles in this section refer to staff members in the plural. Suggest this sentence be amended to follow the same convention.	

P13-9.8	“In line with the Organization’s Code of Conduct every staff member shall treat one another fairly, with courtesy, respect and dignity without verbal or physical abuse, regardless of staff grade or contractual status.”	Staff Management	Where is the Code of Conduct held? This should be referenced in the Staff Rules or better should be integrated into the Staff Rules.	
P14-13.1	“Recruitment processes shall follow the principles of transparency and fairness and be documented.”	Governance	Where are the recruitment processes laid down? This should be referenced in the Staff Rules.	
P14-13.2	“Vacancies shall be published externally and internally as appropriate.”	Governance	As an IGO vacancies should be open to candidates from all National (and Associate?) members of IALA. The requirement to advertise to the widest market should be included in this section, or within the recruitment procedures.	
P15-14.1	“All appointments for staff member positions are made subject <b>to meeting the standards of a medical examination certification</b> , organized by the Secretariat, within the first three month’s period of the probationary period, to ensure that the staff member is medically fit to discharge the respective duties.	Clarity		
P15-14.3	“Before embarking on a mission, staff members may also be required to receive the relevant vaccinations as recommended by the French authorities.”	Clarity	The statement says that members may also be “required” to have vaccinations which are “recommended” by the French authorities. Can IALA require staff members to have	

			vaccinations? What is the process if a staff member refuses to have a vaccination?	
P16-15.3	“In case of any personal relations of a staff member with another staff member or non-permanent staff member, either already existing before the beginning of the contract or developing during the employment, the nature of these relations is to be disclosed to the Secretary-General in writing within a reasonable period.”	Clarity	Would be clearer to specify a time period rather than ‘reasonable period’.	
P17-17.1	“The Secretary-General may grant ad hoc merit bonuses to reward higher-performing staff members in accordance with the results of the staff performance assessment.”	Governance and Transparency	<ul style="list-style-type: none"> <li>▪ What are the limits for the Merit Bonus paid to an individual?</li> <li>▪ What is the frequency of payments (presumably annual, but the article is not explicit instating this)?</li> <li>▪ Is there an annual budget allocation for the award of Merit Bonus payments which is agreed by the Finance and Audit Group?</li> <li>▪ Is the total amount of Merit Bonus payments required to be reported to the Finance and Audit Group?</li> <li>▪ What is the criteria to determine “higher performing staff” and where is this set out?</li> <li>▪ How is the decision to award a Merit Bonus recorded to provide an audit trail?</li> <li>▪ What is the appeal process if a member of staff is unhappy with the outcome?</li> </ul>	

P17-17.2	“All staff members who have completed one continuous year of service shall be entitled to a seniority bonus, which is then paid monthly with their basic salary.”	Governance and Transparency	<ul style="list-style-type: none"> <li>▪ It is not clear from this section whether there is a limit on the payment of a Seniority Bonus. Does the Basic Salary Range detailed at Annex A provide the maximum salary than can be received?</li> <li>▪ Presumably the Seniority Bonus is calculated against the basic salary received, but this is not explicitly stated. This should be clarified.</li> </ul>	
P17-17.3	“The seniority bonus is calculated by multiplying a fixed index mentioned in Annex B, by the number of points accumulated. Two points are awarded for each year of service.”	Governance and Transparency	<ul style="list-style-type: none"> <li>▪ What is the process to determine the Seniority Bonus Index?</li> <li>▪ What is the governance process to seek budget approval for this – via the Finance and Audit Committee or Council?</li> <li>▪ Is there a process for underperforming staff to be denied the Seniority Bonus?</li> </ul>	
P32- Annex B	“SENIORITY BONUS INDEX Index value from 1 January 2025: €XX The value of the index is revised in January each year and will be published in a staff note.”	Governance and Transparency	Noting the Index Value is set at the start of the Calendar year is the payment made pro-rata based on the date of seniority?	
P17-18.2	“In lieu of national income taxation, an internal tax shall be applied to the salaries of all staff members in accordance with the Headquarters agreement. The rate of the internal tax shall be fixed at 5% of the monthly salary after deduction of the social charges.”	Governance and Transparency	<ul style="list-style-type: none"> <li>▪ The Rate of Internal Tax has been set at 5% for all staff – has that been finalised and agreed by the Finance and Audit Group and/or Council?</li> <li>▪ Is 5% comparable to other IGOs operating in France?</li> <li>▪ Is there an audit trail to show how the decision to set it at 5% has been reached?</li> </ul>	

			<ul style="list-style-type: none"> <li>▪ Could there be a requirement in the future for this to be reviewed and adjusted? It is suggested that it would be advisable to include a clause to say that a revision may take place.</li> </ul>	
P18-19.4	The Secretary-General may decide to increase the salaries to reflect changes in the inflation rate as published by the Organization for Economic Co-operation and Development (OECD) normally within the approved annual budget.	Governance and Transparency	Is it within the gift of the Secretary-General to “decide” to increase the salaries? Shouldn’t the Secretary-General “recommend” to the Finance and Audit Group and/or the Council and for this to be considered when setting and agreeing the annual budget?	
P18 – 20.3	The reimbursement to the staff member of due money shall be limited to the amount of money not paid during the two years immediately preceding the date of the staff request.	Clarification	<p>Suggest:</p> <p>The reimbursement to the staff member of due money shall be limited to the amount of money not paid during the two years immediately preceding the date of the <b>written claim made under 20.2.</b></p>	
P19-21.2	“The annual performance assessment shall include discussions related to achievements, assessment of capabilities, annual objectives, <b>adherence to the Code of Conduct</b> , or any other expectations with regard to professional development. The conclusions and observations shall be recorded in a performance appraisal report, signed by both parties.”	Staff Management	The Code of Conduct is mentioned elsewhere in the Staff Rules (albeit not defined – see comment reference P13-9.8 above). It is suggested that there is an opportunity to include the Code of Conduct as a formal subject for review when completing Annual Performance Assessment.	

P19-22.5	<p>“The contributions are borne by the Organization and by the staff member in a proportion decided by the Secretary-General. The contributions related to the mutual are deducted from the staff members’ monthly salary.”</p>	Governance and Transparency	<ul style="list-style-type: none"> <li>▪ How is the proportion determined?</li> <li>▪ How is this contribution budgeted for?</li> <li>▪ How is the financial commitment placed on the organisation captured and reported to the Finance and Audit Group and/or the Council for approval?</li> <li>▪ Is the proportion the same for every staff member?</li> <li>▪ If the proportion is different on what basis is this determined, what is the audit trail for that decision and how is fairness maintained?</li> <li>▪ Should there be a clause to give the opportunity to review the proportion? This might be appropriate if the staff member wishes to increase their contribution.</li> </ul>	
P20-22.8	<p>“In order to supplement social security benefits, the Organization contributes to a private welfare scheme that protects against the financial consequences of personal accidents such as incapacity, permanent disability, handicap, labour disruption or death and of which the contributions are borne by the Organization and by the staff member.”</p>	Governance and Transparency	<ul style="list-style-type: none"> <li>▪ The article states “.....the contributions are borne by the Organization and by the staff member....” But there is no explanation of how the costs are apportioned between the staff member and the organization – this should be stated.</li> <li>▪ How is the share decided and does the finance and Audit Group and/or the Council approve this?</li> <li>▪ Is it the same for all staff members?</li> <li>▪ Do those with larger salaries pay more?</li> <li>▪ Can a staff member opt out or is it mandatory?</li> </ul>	



P20-22.8	“In accordance with Article 13 of the Headquarter agreement, staff members are affiliated to the Fench pension system which is financed by social contributions paid by the Organization and the staff members. Pension contributions are deducted from the monthly salary.”	Governance and Transparency	How are the contributions from the employer and the staff member determined? If determined by the French Government it would be helpful to make this clear in the article, suggest as follows: “.....paid by the Organization and the staff Members <b>as determined by the French Authorities.</b> ”	
P20 -23.1	In accordance with Article 13 of the Headquarter agreement,	Correction	In accordance with Article 13 of the Headquarters agreement,	
P20-23.2 (a)	“The contributions are shared between the staff member and the Organization.”	Governance and Transparency	<ul style="list-style-type: none"> <li>▪ How are the contributions from the employer and the staff member determined?</li> <li>▪ How is the share decided and does the finance and Audit Group and/or the Council approve this?</li> <li>▪ Is it the same for all staff members?</li> <li>▪ Do those with larger salaries pay more?</li> <li>▪ Can a staff member opt out or is it mandatory?</li> </ul>	
P20 23.2(c)	At retirement age, the pension is paid in the form of a life annuity or a capital.	Correction	At retirement age, the pension is paid in the form of a life annuity or a capital <b>sum.</b>	
P20 -23.2(e)	In case of death of the staff member, the amounts saved in the plan is repaid to heirs or beneficiaries designated in the contract, in the form of capital or rent.	Clarification	Please explain what the rent is for in this context?	
P20-23.3 (b)	“The Organization shall contribute a percentage of the staff member contribution as decided by	Governance and Transparency	<ul style="list-style-type: none"> <li>▪ How is the share decided and does the finance and Audit Group and/or the Council approve this and budget required to meet the costs?</li> </ul>	

	the Secretary-General.”		<ul style="list-style-type: none"> <li>■ Is it the same % contribution from the organisation for all staff members?</li> <li>■ Do those with larger salaries pay more?</li> </ul>	
P20 – 23.2 and 23.3	Pensions		To answer the comments raised it might be useful to have an appendix detailing the rules and contributions of the retirement savings plans.	
P22-25.5	“For expenditure less than 500 euros, the approval by a responsible manager is required upon <del>receipt</del> <del>reception</del> of relevant supporting documents such as invoices or receipts.	Correction	Suggest replacing “reception” with “receipt”.	
P22-25.8 (b)	Suppliers are invited to submit <del>in</del> quotations for the required good or services.	Correction	Suggest deleting “in”.	
P22 – 25.8(c)	The responsible manager shall evaluate the tender submissions, score all responses against the criteria and make a selection after receipt of at least two tenders from suppliers judged to be acceptable.	Clarity	What if two tenders are not received?	
P22-25.9	“In such circumstances the Secretary-General should advise the Finance and Audit Group of the procurement action with corresponding justification.”	Governance and Transparency	The approach taken in this section for the Secretary-General to advise the Finance and Audit Group when the normal rules are not followed is commended. A similar reporting process should apply when exceptions are made to other elements of the staff Rules.	

			<p>Suggest to replace the word “advise” with “inform”.</p> <p>Furthermore there should be an upper limit on the value procured without approval from the FAG. The current rules would not preclude the SG from spending the entire budget without approval.</p>	
P22 – 25.9	In exceptional circumstances the Secretary-General may authorize procurement of a value greater than 10,000 euros without a tender process. In such circumstances the Secretary-General should advise the Finance and Audit Group of the procurement action with corresponding justification.	Correction	Add ‘a’ before ‘tender’	
P22-26.5	“The request should be completed by the travelling staff member in such a way as to clearly detail all business-related expenditure items to be claimed and shall be submitted no later than one month <del>after at</del> the end <b>date</b> of the mission.”	Clarity	Suggest amending to say “...no later than one month <b>after</b> the end <b>date</b> of the mission.” would make this requirement clearer.	
P23 – 26.11	DSA shall be provided only if the journey includes overnight accommodation. For a one-day	Clarity	<p>Why does this talk about ‘country’ when 26.7 talks about ‘continent’ ?</p> <p>Should final sentence read,</p>	

	mission, without overnight accommodation, only relevant transportation costs for public transport or car can be claimed, upon presentation of a receipt. In case of a stopover, the amount of the DSA shall be the rate for the country where the night is <b>spent</b> .		In case of a stopover, the amount of the DSA shall be the rate for the country where the night is <b>spent</b> .	
P24-26.14	<p>“In certain circumstances the travelling staff member may request to purchase, for the same meeting and for a spouse, by marriage or by registered partnership or equivalent, two round-trip tickets in economy class instead of one business class ticket on the condition that:</p> <p>(a) a special “partner program” is organized by the host organizer at the meeting’s venue; and</p> <p>(b) the value of both economy class tickets does not exceed the value of one business class ticket.”</p>	Governance and Transparency	The option to use IALA funds to pay for a ticket for a spouse is not appropriate and is outdated. The travel mode for staff ie Business Class for flights over 5 hours is in place to ensure the fitness of staff to carry out their duties on arrival.	
P24 – 26.15	This rule applies to the staff members who are concerned by a payment or reimbursement of a business class ticket as prescribed under Rule 26.13.	Clarity	<p>Suggest,</p> <p><b>Rule 26.14</b> applies to the staff members who are concerned by a payment or reimbursement of a</p>	

			business class ticket as prescribed under Rule 26.13.	
P25-26.19	“Before proceeding on a mission, a risk assessment should be completed where appropriate by the staff member undertaking the mission. The sources of information to inform a risk assessment predominantly consist of travel advisories issued by the French Foreign Affairs Ministry or freely available websites related to international tourism and business.”	Security and Contingency Planning.	<ul style="list-style-type: none"> <li>■ There is no mention of the requirement for contingency planning should an incident occur during a mission. This should be considered.</li> <li>■ There is no mention that following the completion of the risk assessment by the staff member undertaking the mission that there is any kind of review or approval process from the line manager. This should be included.</li> </ul> <p>Replace “Should” with “must” and the risk assessment must be approved by the line manager.</p> <p>Consideration should also be given of what services are available to IALA as an IGO and whether IALA should sign up to ISOS.</p>	
P26-27.9	“Education grant shall be paid from primary education until the child <b>has</b> finished his/her fourth year of full-time study following secondary education, the latest until the end of the school year when the child reaches the age of 25 years old.”	Correction	Suggest adding in the word “has”.	
P26-27.11	“Where the period of service of the staff member is less than a full academic year, the amount of the grant shall be calculated on a pro rata basis. The	Governance and Transparency	What are the arrangements to recover funds paid to a staff member who subsequently terminates their contract?	

	termination of the contract shall also terminate the staff member's eligibility to this grant.			
P26 – 27.15	A housing allowance shall not be paid to the Secretary-General who will be provided with a free residential accommodation in accordance with Rule 28.10 or to staff members who receive daily subsistence allowances according to Rule 27.3 (b).	Correction	Suggest delete 'a' before 'free'.	
P26-28.1	"A function car shall be provided for the staff members of Category I and acts as a personal vehicle and can be used as part of official activities, leisure outside working hours, and for the journey from home to the workplace."	Governance and Transparency	<ul style="list-style-type: none"> <li>▪ How is the class of car determined and is this reported to the Finance and Audit Group and/or the Council for approval?</li> <li>▪ Who meets the cost of Fuel for leisure and personal travel not related to IALA business?</li> <li>▪ Is there a personal contribution made for the servicing/wear and tear on the vehicle for the leisure/personal use?</li> <li>▪ The use of the vehicle by dependants ie children who are young and inexperienced presumably significantly increases the cost of insurance – is there a limit placed on this or a contribution made by the Category I Staff member?</li> </ul> <p>The UK feels that it is important to have clarity around the use of the vehicle to ensure any incidents or accidents are appropriately</p>	

			covered by insurance and the vehicle costs are not excessive for the organisation.	
P26-28.1		Governance and Transparency	<p>At section 28.6 covering “Company Car” there is a requirement to “In case of an accident with the company car, the staff member shall without delay inform the Organization of any incident affecting the vehicle and no later than within 24 hours, so that the Organization may take whatever action is necessary.” Shouldn’t this requirement equally apply to a “Function Car”?</p> <p>Similarly section 28.7 states “The staff member is not held responsible for an accident with a company car, but the liability may be incurred in the case of gross negligence.” Shouldn’t this requirement equally apply to a “Function Car”?</p>	
P27-28.9	“A free residential accommodation shall be provided to the Secretary-General only during the time of that specific mandate.”	Governance and Transparency	<ul style="list-style-type: none"> <li>▪ How is the standard of the appropriate accommodation set?</li> <li>▪ Is there an agreed financial limit?</li> <li>▪ Is there a geographic requirement to be near IALA HQ?</li> <li>▪ The costs of the accommodation should be approved/endorsed by the Finance and Audit Group and/or the Council.</li> </ul>	

			<ul style="list-style-type: none"> <li>▪ How are the costs of additional charges like property tax, utility charges (power, water, sewage, telephone, internet) met?</li> </ul>	
P28-28.11-28.14			<ul style="list-style-type: none"> <li>▪ Have staff moved to Hybrid working post-covid? Is there a risk IALA is paying for personal travel subscription cards when employees not physically attending their place of work?</li> </ul>	
P28-28.15	<p>“Staff members may benefit from a meal voucher scheme, in which contributions are shared between the Organization and the staff member in a proportion decided by the Secretary-General, but with the Organization’s participation to be not less than 50%.</p>	Governance and Transparency	<ul style="list-style-type: none"> <li>▪ How is the share of the contributions determined and promulgated?</li> <li>▪ Is the share of the contributions the same for all staff? If not why are there differences?</li> <li>▪ The article says that staff members “may benefit” which indicates that there are circumstances when they may not benefit. Is this incorrect suggest that the article be reworded to say “Staff members are entitled to join a meal voucher scheme”.</li> </ul>	
P28-28.21	<p>“The Organization shall refund to staff members 50% of their internet connection costs at home upon completion of their probation period, and upon receipt of a relevant invoice from an Internet service provider.”</p>	Governance and Transparency	<p>Does this apply to all staff, even those who do not or very rarely work from home? If so, what is the justification to pay this allowance for non-homeworkers?</p>	



P29-29.3	<p>“If a termination process is initiated, the Secretary-General will call in the staff member to a meeting explaining the grounds for it and allowing the staff member to <b>respond</b> <del>react</del>. Then after, within 30 days, the Secretary-General will deliver in writing his decision.”</p>	<p>Clarity</p> <p>Staff Management</p>	<ul style="list-style-type: none"> <li>▪ Suggest that this article would read better if “react” is replaced by “respond”.</li> <li>▪ Is the staff member able to bring a representative with them eg their elected “Staff Representative”? This should be detailed in the rules.</li> <li>▪ What if any documentation is handed to the staff member in advance of or on conclusion of the initial meeting? It is good practice to set out concerns or issues in writing.</li> <li>▪ Is there an appeal process? Does the process at 31.3 apply? If so this should be stated.</li> </ul>	
P29-29.8 (c)	<p>“retirement of the staff member;”</p>	<p>Clarity</p>	<p>How is “retirement” status determined in order to trigger this payment as opposed to “resignation”. Is it by reaching the Retirement Age set by the French Government? This should be stated.</p>	
P30-30.1	<p>“The relevant line manager may initiate a disciplinary process where the findings of an investigation indicate that a staff member has been negligent, disobedient, non-compliance with the Code of conduct or any sort of misconduct may have occurred.”</p>	<p>Clarity</p>	<p>Where is the investigation process laid down?</p>	

P30-30.1	Any necessary investigation may be conducted <del>eventually</del> with the assistance of an external counsel or expert.	Clarity	The word eventually doesn't make sense in the context of this sentence. Suggest "eventually" be deleted.	
P30-30.3	"The Secretary-General will call in the staff member to a meeting explaining the grounds for the disciplinary measure and allowing the staff member to <del>respond react</del> . The Secretary-General will then deliver in writing his decision within 30 days."	Clarity  Staff Management	<ul style="list-style-type: none"> <li>▪ Suggest that this article would read better if "react" is replaced by "respond".</li> <li>▪ Is the staff member able to bring a representative with them eg their elected "Staff Representative"? This should be detailed in the rules.</li> <li>▪ What if any documentation is handed to the staff member in advance of or on conclusion of the initial meeting? It is good practice to set out concerns or issues in writing.</li> <li>▪ Is there an appeal process? Does the process at 31.3 apply? If so this should be stated.</li> </ul>	
P30-30.4	"a written censure which will be recorded in the personal records;"	Clarity	How long do written censures remain in personal records? This should be specified.	
P30-30.7	"In such a case, no notice of termination of service according to Rule 29.1 is required to be given and staff members shall forfeit all benefits accruing to them under the Staff Rules other than the retirement benefits."	Clarity	Is the Termination Indemnity payable to those of retirement age?	

P31 – 30.10	Administrative leave shall be with full pay except in cases when the Secretary-General decided that exceptional circumstances exist, which warrant the placement of a staff member on administrative leave with partial pay or without pay. These exceptional circumstances may include but shall not limited to cases where there are reasonable grounds for serious misconduct.	Correction	<p>Suggest:</p> <p>Administrative leave shall be with full pay except in cases when the Secretary-General <b>has</b> decided that exceptional circumstances exist, which warrant the placement of a staff member on administrative leave with partial pay or without pay. These exceptional circumstances may include but shall not <b>be</b> limited to cases where there are reasonable grounds for serious misconduct.</p>	
P31 – 31.4	The Joint Appeals Board, chaired by the President, consists of the President, the Secretary-General and the appellant's staff representative. If the appellant is also a staff representative, an elected alternate belonging to the same staff category as the appellant will take part in the Appeals Board. The Joint Appeals Board shall deliver its decision in writing to the staff member concerned within a period of 30 days.	Clarification	The Joint Appeals Board, chaired by the President, consists of the President, the Secretary-General and the appellant's staff representative. If the appellant is also a staff representative, an elected alternate belonging to the same staff category as the appellant will take part in the <b>Joint</b> Appeals Board. The Joint Appeals Board shall deliver its decision in writing to the staff member concerned within a period of 30 days.	
P34 Annex C 3.4	Students appointed under an apprentice contract subject to French law may subscribe to the mutual.	Clarification	Suggest:	

			Students appointed under an apprentice contract subject to French law may subscribe to the health insurance mutual <b>described in 22.4 -22.7 of these Staff Rules.</b>	