



**Coral Triangle Initiative  
on Coral Reefs, Fisheries and Food Security  
(CTI-CFF)**

**Attachment 3-1  
The CTI – CFF STAFF REGULATIONS**

**6<sup>th</sup> CTI-CFF SENIOR OFFICIALS MEETING (SOM6)  
10-12 November 2010  
Manado, Indonesia**

**Adopted 11<sup>th</sup> November 2010  
By the Government of Indonesia, Malaysia, Papua New Guinea, the  
Philippines, Solomon Islands, and Timor-Leste**

# THE CORAL TRIANGLE INITIATIVE ON CORAL REEFS, FISHERIES AND FOOD SECURITY (CTI-CFF) STAFF REGULATIONS

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### Regulation 1: Scope

These Staff Regulations establish the basic principles of employment, regulate the working relations and establish the rights and responsibilities of the Staff Members who render their services in and receive remuneration from the Secretariat of the CTI-CFF, hereinafter called “Secretariat” and set out the broad principles of personnel policy.

### Regulation 2: Applicability

(1) These Regulations shall apply to all Staff Members of the Secretariat holding a contract of employment.

(2) In implementing these Regulations, the Executive Director may issue corresponding, specific Staff Rules as necessary.

(3) If any part of these Regulations becomes contrary to the laws of Indonesia, or where they are silent, the laws of Indonesia will apply.

(4) These Regulations may be supplemented or amended by the CTI Council of Ministers (CTI COM) without prejudice to the existing contracts of Staff Members except where the Staff Member has consented to vary her or his contract in accordance with the amendments.

(5) The Executive Director may supplement these Regulations with Staff Instructions not inconsistent with these Regulations or with any decisions made at the CTI COM Meeting and further, may issue such Staff Instructions necessary to render these Regulations effective.

### Regulation 3: Definitions

In these Regulations, unless the context otherwise requires, the following definitions shall apply:

“Appointment Committee” means the appointment committee established under Regulation 7 (3);

“Contract of employment” means a contract regulating the appointment with the Secretariat, of at least twelve (12) months duration, having an expiration date specified in the letter of appointment;

“Dependant” includes:

- (i) Any child of a Staff Member or his or her spouse who is below the age of eighteen (18) years and who is dependent on a Staff Member or her or his spouse for their main and continuing support;
- (ii) Any child fulfilling the conditions laid down in paragraph (i) above, but who is between eighteen (18) and twenty-five (25) years of age, and is attending school or university or vocational training;
- (iii) Any other child who is mentally or physically impaired and is dependent on a Staff Member or her or his spouse for their main and continuing support;

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- (iv) Any other child who is given a home by and is dependent on a Staff Member or her or his spouse for their main and continuing support; and
- (v) Any person related by blood or marriage for whose main and continuing support a Staff Member or her or his spouse is legally responsible.

“Professional Staff” means Staff whose primary responsibilities require the exercise of judgment and discretion in policy related matters.

“Secretariat Agreement” means the Agreement establishing the Regional Secretariat of the Coral Triangle Initiative on Coral Reef, Fisheries and Food Security, done at [location] on [date].

“Staff Member” means the Executive Director, Deputy Executive Directors, Professional and Support Staff holding a contract of employment with the Secretariat. Persons engaged for specific tasks under short-term contract shall not be considered as Staff Members.

“Support Staff” means Staff with administrative and technical functions within the Secretariat.

**Regulation 4: Executive Director**

(1) The Executive Director shall be the chief administrative officer of the Secretariat and shall act in that capacity at all times.

(2) The Executive Director shall:

(a) be responsible for the discharge of all the functions and responsibilities of the Secretariat in accordance with the directives of the CTI COM and the CTI Committee of Senior Officials (CTI CSO);

(b) be responsible for strategic leadership and management of the Secretariat, including:

- (i) representing the CTI-CFF regionally and internationally and developing strategic partnerships and networks;
- (ii) managing key CTI-CFF relationships, including with the Host Government and those governed through Memorandums of Understanding or other formal agreements;
- (iii) formal liaison with the national coordinating committees of Coral Triangle Parties;
- (iv) policy development;
- (v) program planning, including for implementation of the Regional Plan of Action; and
- (vi) organizational development.

(c) exercise the administrative and financial powers vested under this Agreement and such other rules, procedures and regulations as may be adopted by the Parties;

(d) attend the official meetings of the CTI-CFF and provide advice and information on matters relating to the CTI-CFF;

(e) prepare Annual Reports on the work of the Secretariat and the implementation of the Regional Plan of Action for consideration by the Parties;

(f) prepare the annual budget estimates of the Secretariat for approval by the CTI COM and the Committee of Senior Officials;

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(g) appoint the professional and Support Staff as may be necessary for the efficient functioning of the Secretariat, in accordance with these Regulations; and

(h) perform such other administrative functions as are entrusted to the Executive Director by the Parties.

(3) When the position of the Executive Director is vacant, the Executive Director's functions and powers shall be exercised according to the instructions of the Chair of the CTI COM. In the absence of such instructions, the functions of the Executive Director shall be exercised by the Deputy Executive Director appointed first.

(4) When the Executive Director is absent from Headquarters, the Executive Director shall delegate one of the Deputy Executive Directors as the Officer-in-Charge.

**Regulation 5: Deputy Executive Directors**

Each of the Deputy Executive Directors shall lead the following areas of work respectively:

- (a) Corporate Services
- (b) Program Services

The Deputy Executive Director for Corporate Services:

- (a) shall be responsible for providing general services to the Parties for promoting the work of CTI-CFF and any other decision as may be agreed by the Parties; and
- (b) shall be responsible for the management of the general affairs of the CTI-CFF for the proper functioning of the Secretariat, including:
  - (i) secretariat responsibilities for meetings;
  - (ii) Members services;
  - (iii) business services;
  - (iv) human resources;
  - (v) financial affairs including auditing;
  - (vi) information technology and communication management, including maintenance of archives, databases and website;
  - (vii) infrastructure maintenance;
  - (viii) support to working groups; and
  - (ix.) general administration and systems management.

Deputy Executive Director for Programs:

- (a) shall be responsible for developing and managing programs for the implementation of the Regional Plan of Action, including:
  - (i) liaise, and develop networks between CTI-CFF and CTI Partners and other stakeholders;
  - (ii) facilitate the inclusion of cross cutting issues into CTI-CFF Programs;
  - (iii) manage public relations, outreach and marketing;
  - (iv) facilitate mobilization of resources;

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- (v) coordinate monitoring and evaluation of CTI-CFF programs;
- (vi) coordinate capacity development activities in support of CTI-CFF programs and goals; and
- (vii) coordinate information and knowledge management relevant to CTI-CFF programs and goals.

### **Regulation 6: Professional and Support Staff**

- (1) The Professional and Support Staff shall be appointed by the Executive Director following the recruitment procedure outlined in Rule 8 of these Regulations; and
- (2) The appointing of professional and support staff by the Executive Director shall be subject to the establishment and remuneration policy approved by the CTI COM.

### **Regulation 7: Recruitment Policy for the Executive Director and Deputy Executive Directors**

- (1) The responsibility for the appointment of the Executive Director and Deputy Executive Directors is vested in the CTI COM, and the CTI COM has the power to appoint the Executive Director and Deputy Executive Directors.
- (2) The CTI COM may delegate the responsibility and power of appointment referred to in paragraph (1) of this Regulation to the CTI CSO.
- (3) The CTI COM, or where responsibility has been delegated, the CTI CSO, shall convene an Appointment Committee to select and recruit vacancies for the position of Executive Director and/or Deputy Executive Director.
- (4) An Appointment Committee established under paragraph (3) above will have a minimum of five (5) Members, with no two (2) Members from the same State. The Appointment Committee will, as far as is possible, include male and female representatives from across the Parties.
- (5) An Appointment Committee established under paragraph (3) above will formulate selection criteria for the vacancies to be filled. Such criteria will include:
  - (a) Relevant qualifications and experience;
  - (b) Nationality of the candidate as a national of a Party; and
  - (c) Such other merit-based criteria as deemed appropriate by the committee or by the CTI COM or CTI CSO.
- (6) Vacancies for the Executive Director or Deputy Executive Directors will be advertised in the Parties. In addition Parties may nominate candidates for vacant positions. Regardless of whether nominated by a Party or applying themselves, all candidates will be subjected to the same appointment process and selection criteria. Appointments shall be subject to open competition among nationals of Parties regardless of race, colour, gender, mother tongue, religion and beliefs, or the national, ethnic or social origin.
- (7) An Appointment Committee established under paragraph (3) above will meet, whether in person or by electronic means, in order to short-list applicants. Short-listed applicants will be invited to attend interviews at the Secretariat's premises, or at such other location as the appointment committee may provide.

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- (8) An Appointment Committee established under paragraph (3) above will, after interviewing short-listed candidates, select a candidate to fill the vacancy or vacancies. The selection will be transmitted to the Chair of the CTI CSO, who will convene a meeting of the CTI CSO as soon as convenient. The CTI CSO will then determine if an offer should be made to the selected candidate, and in what terms, including conditions of appointment.
- (9) If a Ministerial Meeting is due to be convened with three (3) weeks of the appointment committee selecting a candidate, the CTI COM may exercise the functions indicated for the Committee of Senior Officials indicated in paragraph (8). Alternatively, the CTI COM may meet inter-sessionally to fulfill this function at the request of any Party.
- (10) All offers of employment made pursuant to this Regulation will be signed by the Chair of the CTI CSO or the Chair of the CTI COM as appropriate. Such offers will outline the terms of employment including:
- (a) The period of employment, including the start date and the completion date;
  - (b) The rate of remuneration and any other benefits attaching to the position including any other allowances such as relocation expenses;
  - (c) A description of responsibilities attaching to the position;
  - (d) Lines of reporting relevant to the position, including identification of the supervisor for the position, and what Staff report to the position;
  - (e) Provisions with respect to any probation period;
  - (f) Provisions with respect to dismissal or termination; and
  - (e) A copy of these Staff Regulations and any other relevant regulations or policy guidance made by the CTI COM or CTI CSO pertaining to the position.

### **Rule 8: Recruitment Policy of Professional and Support Staff**

- (1) The paramount consideration in the recruitment and employment of Professional Staff and Support Staff shall be the necessity of securing the highest standards of efficiency and competence. Subject to this consideration, due regard shall be paid to the importance of recruiting Staff on an equitable basis between the Parties with a view to ensuring a broad-based Secretariat.
- (2) Professional Staff and Support Staff shall be selected competitively by an externally advertised process. The common and specific qualifications and experience required of such Staff Members shall be determined according to the job descriptions for the relevant posts.
- (3) The Executive Director shall approve job descriptions for all positions for Professional Staff and Support Staff within the Secretariat.
- (4) Professional Staff and Support Staff Members shall be recruited from among citizens of Parties.
- (5) Recruitment of Professional Staff and Support Staff shall be subject to open competition among nationals of Parties regardless of race, colour, gender, mother tongue, religion and beliefs, or the national, ethnic or social origin.
- (6) No specific posts shall be identified with any Party.
- (7) The Executive Director will approve a selection committee to have responsibility for recruitment of

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each position advertised. The selection committee will have a minimum of three (3) Members and will, as far as is possible, include male and female representatives from across the Parties. It may include the Executive Director.

(8) The selection committee shall evaluate the applications according to the selection criteria and interview a selected candidate or candidates.

(9) The selection committee shall recommend, in a transparent and merit based process, the most qualified and experienced candidate.

(10) All offers of employment made pursuant to this Regulation will be signed by either the Executive Director or the Deputy Executive Director with responsibility for Staff employment. Such offers will outline the terms of employment including:

- (a) The period of employment, including the start date and the completion date;
- (b) The rate of remuneration and any other benefits attaching to the position including any other allowances such as relocation expenses;
- (c) A description of responsibilities attaching to the position;
- (d) Lines of reporting relevant to the position, including identification of the supervisor for the position, and what Staff if any report to the position; and
- (e) A copy of these Staff Regulations and any other relevant regulations or policy guidance made by the CTI COM, CTI CSO or Executive Director pertaining to the position.

### **Regulation 9: Health Certificates**

As a precondition of appointment, Staff Members shall be required to submit health certificate issued by a State accredited medical institution that the Staff Member meets the medical standards set for appointment in the Staff Member's country of origin .

### **Regulation 10: General Responsibilities of Staff Members**

(1) Staff Members of the Secretariat are international civil servants. Upon accepting their appointments they pledge themselves to discharge their duties faithfully and to conduct themselves with the interests of the CTI-CFF and the Secretariat in mind.

(2) Staff Members shall at all times conduct themselves in a manner in keeping with the international nature of the Secretariat. They shall always bear in mind the loyalty, discretion and tact imposed on them by their international responsibilities in the performance of their duties. They shall avoid all actions, statements or public activities which might be detrimental to the Secretariat and its aims.

(3) Staff Members are not required to renounce either their national feelings or their political or religious convictions.

(4) In the performance of their duties, Staff Members may neither seek nor accept instructions from any government or authority other than as required in the course of their employment with the Secretariat.

(5) Staff Members shall observe maximum discretion regarding official matters and shall abstain from making private use of information they possess positioning the course of their employment. Authorisation for the release of information for official purposes shall lie with the Executive

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Director, or his or her nominee.

(6) Staff Members shall, in general, have no employment other than with the Secretariat. In special cases, Staff Members may accept other employment, provided that it does not interfere with their duties in the Secretariat, and that prior authorisation by the Executive Director has been obtained. Prior authorisation by resolution of the CTI COM shall be obtained in respect of the Executive Director.

(7) No Staff Member may be associated in the management of a business, industry or other enterprise, or have a financial interest therein if, as a result of their employment held in the Secretariat, he or she may benefit from such association or interest.

(8) Ownership of non-controlling stock in a company shall not be considered to constitute a financial interest within the meaning of paragraph 7 of this rule.

(9) Staff Members shall enjoy privileges and immunities, to which they are entitled under Article 12 and 13 of the Secretariat Agreement.

(10) Any Staff Member who becomes a candidate for a public office of a political character shall resign from the Secretariat.

(11) No Staff Member shall accept in respect of their work for the Secretariat any honour or decoration from any government or organisation or, except with the approval of the Executive Director, any favour, gift or fee from any government, organisation or person during the period of their appointment. With respect to the Executive Director, the approval of the CTI COM is required.

### **Regulation 11: Hours of Work**

(1) The normal working hours and days shall be eight (8) hours, Monday through Friday, for a total of forty (40) hours per week.

(2) The Executive Director shall establish the working hours and may, in consultation with Staff Members, alter them for the benefit of the Secretariat as circumstances may require.

(3) The Executive Director has the right to call upon the services of Staff to the extent considered reasonable.

(4) Drivers, messengers, gardeners, handymen and tea attendants/cleaners will be required to work hours as directed by the Executive Director. Overtime rates are applicable after the accumulation of forty (40) hours over a one week period or eight (8) hours over a day.

(5) Security officers will be required to work from 6 pm to 6 am in five (5) day rotational shifts. The Executive Director may require security officers to work additional hours.

### **Regulation 12: Overtime**

The rates of pay for overtime are:

- (a) for days other than public holidays and Sundays, one and half (1.5) times the normal hourly rate; and
- (b) for Sundays or public holidays, double (2) the normal hourly rate.



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### Regulation 13: Termination

- (1) An appointment of a Staff Member other than the Executive Director or Deputy Executive Directors is terminated:
  - (a) when a fixed term of appointment expires; or
  - (b) by either the Executive Director or the Staff Member giving the other one (1) month's notice in writing; or
  - (c) without notice by either the Executive Director or the employee paying to the other one (1) month's salary in lieu of notice; or
  - (d) when the parties mutually agree to an early termination of the employment contract, on terms and conditions agreed at the time; or
  - (e) when the Executive Director provides notice of termination in writing to the Staff Member in circumstances of redundancy, retrenchment or restructuring; or
  - (f) as a disciplinary measure by dismissal with or without notice under Regulation 24; or
  - (g) at the conclusion of any period of probation specified in the employee's letter of appointment, if in the view of the Executive Director the employee's performance has not been satisfactory.
- (2) Both Parties may agree to temporarily suspend the contract of employment, in which case any right, obligation or benefit of both parties (as the case may be) lapses during the suspension.
- (3) During the term of the employment contract, if, as a result of mental or physical illness, a Staff Member is rendered incapable, in the Executive Director's opinion, of proper performance of duties under the Agreement, the Executive Director reserves the right to require the Staff Member to undergo a medical examination. The Executive Director will take into account recommendations made available to her or him, before exercising the rights of suspension.
- (4) If, due to the continuing effects of illness or injury, medical opinion indicates that the Staff Member will remain unable to perform normal job requirements for a period in excess of four (4) months in any one (1) year, the Executive Director reserves the right to exercise suspension, awaiting medical opinion as to the Staff Member's capacity to return to normal duties.
- (5) If at the time of separation a Staff Member has unused annual leave, the Staff Member shall be paid in lieu thereof the cash equivalent for the period of such accrued leave up to a maximum of thirty (30) working days, calculated on the basis of the last net base salary.

### Regulation 14: Entitlements

- (1) The Secretariat shall meet the following appointment and termination expenses of professional Staff recruited from outside Secretariat Headquarters. The entitlements cover the transport and accommodation en-route for the Staff Member and accompanying dependents between home and Secretariat Headquarters, and back, by the shortest and most economical route. The Executive Director has discretion, after taking family circumstances into account, to include dependents who arrive within six (6) months of the start of appointment or leave within one (1) month of termination.
  - (a) The Executive Director shall be entitled to [business class] travel for international flights. All other Staff, including the Deputy Executive Directors, and all dependents, including the Executive Director's dependents, will fly economy class, unless provided for through arrangements not funded by the Secretariat.

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- (b) The reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects shall be paid as follows-
- (c) 20m<sup>3</sup> in respect of the Staff Member, 10m<sup>3</sup> in respect of a dependent spouse and 5m<sup>3</sup> in respect of each dependent child;
- (d) up to 20 kilos of excess baggage per person for all professional Staff and their dependents recruited outside the Secretariat.
- (e) To offset incidental expenses and compensate for the upheaval of removal, an establishment grant on appointment only at the rate prescribed by the Executive Director, subject to the approval of the CTI COM or the CTI CSO.
- (f) Accommodation at a suitable hotel or other fully furnished accommodation for up to six (6) working days or such other period, as the Executive Director considers reasonable in the circumstances.

- (2) The entitlements prescribed in paragraph (1) of this Regulation do not apply and, at the Executive Director's discretion, may be withheld in whole or in part if:
- (a) all or part of the expenses are met from some other source; or
  - (b) within twelve (12) months of appointment the Staff Member's appointment is terminated under Regulation 13.

- (3) For Staff based in locations other than the Secretariat Headquarters, the Executive Director will develop Staff rules pertaining to their entitlements. These Staff rules will be subject to the approval of the CTI COM or the Committee of Senior Officials. Such additional rules will be broadly analogous to this rule, insofar as local conditions permit.

- (4) For Staff based in locations other than the Secretariat Headquarters, the Executive Director will develop Staff rules pertaining to their entitlements. These Staff rules will be subject to the approval of the CTI COM or the CTI CSO. Such additional rules will be broadly analogous to this rule, insofar as local conditions permit.

### **Regulation 15: Death of Staff Member**

- (1) In the event of death of a Staff Member, following illness or surgery not resulting from an accident covered by the appropriate workplace insurance, the right to salary, allowances, and other corresponding benefits shall cease on the day on which death occurs, unless the deceased leaves dependants, in which case the dependents are entitled to mortality allowances, return travel, and removal expenses to their country of origin or former residence, at the expense of the Secretariat.

- (2) Eligibility of the dependants of a deceased Staff Member for the payment of return travel and removal expenses shall lapse if the travel is not undertaken within six (6) months of the date of the Staff Member's death.

- (3) The mortality allowance shall be an amount equal to one (1) month's full salary.

- (4) The Secretariat shall pay for shipment of the Staff Member's body from the place of death to the place designated by the next-of-kin.

### **Regulation 16: Annual Leave**

Staff Members shall be entitled to vacation at the rate of two and-a-half (2.5) working days per month.

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Annual leave may be accumulated, but not more than thirty (30) working days may be carried over beyond 31 December of any year, unless otherwise justified by exceptional circumstances. In addition, Staff Members shall be entitled to all official holidays in the Host Country. The taking of leave shall not cause undue disruption to normal Secretariat operations. In accordance with this principle, leave dates shall be subject to the needs of the Secretariat. Leave dates shall be approved by the Executive Director who shall, as far as possible, bear in mind the personal circumstances, needs and preferences of Staff Members. Any absence not approved within the terms of these Regulations shall be deducted from annual leave.

### **Regulation 17: Special Leave**

Staff Members may be granted, in exceptional cases, special leave for the following reasons:

- (a) Marriage of the Staff Member – one (1) day;
- (b) Change of residence of the Staff Member – one (1) day;
- (c) Death of spouse or child – four (4) days;
- (d) Death of a parent/parent-in-law – two (2) days; and
- (e) Paternity leave – seven (7) days.

### **Regulation 18: Sick Leave and Maternity Leave**

(1) Staff Members who are unable to perform their duties because of illness or injury or whose attendance is prevented by public health requirements shall be granted paid sick leave not exceeding four (4) consecutive months, or fifteen (15) months in any five (5) consecutive years. The Executive Director may propose to terminate the appointment of the Staff Member after this period in accordance with Regulation 13.

(2) Staff Members shall receive full salary during paid sick leave.

(3) A Staff Member who is absent from duty because of sickness for a period of more than three (3) consecutive working days, shall produce a certificate from a duly qualified medical practitioner stating the probable duration of his/her incapacity.

(4) Staff Members shall be entitled to three (3) consecutive working days as uncertified sick leave, provided that in one (1) calendar year the total uncertified sick leave does not exceed seven (7) working days.

(5) Staff Members shall be entitled to maternity leave for the period of three (3) months. During this period Staff Members shall receive full pay and corresponding allowances.

### **Regulation 19: Determination and Currency of Payment**

(1) The remuneration policy and conditions of service of employees are determined by the CTI COM or CTI CSO.

(2) The remuneration of all Secretariat Staff shall be expressed in US\$ and paid in Indonesian Rupiah.

(3) Professional Staff salary scales are reviewed every three (3) years.

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- (4) The salaries of Support Staff are to be reviewed every three (3) years, with salary scales to be adjusted to the seventy-five percentile (75%) range of comparable positions in the Secretariat Headquarters. For the purpose of this provision, the seventy-five percentile (75%) range is the boundary between the top 25% of the market and the lower 75%.

### Regulation 20: Salaries

- (1) Current salary scales approved by the CTI COM or CTI CSO are to be set out in Schedule to be annexed to these Regulations and shall be incorporated annually to the Secretariat's Work Programme and Budget.
- (2) The Executive Director shall have the flexibility to appoint professional and Support Staff to whatever salary step is considered appropriate by the Executive Director within the designated salary grade.
- (3) Appointments shall be subject to annual performance review by the Executive Director or one of the Deputy Executive Directors as directed by the Executive Director as appropriate.
- (4) The Executive Director may authorize an increment to a Staff Member's salary at the completion of each year of service based on the Staff Member's annual performance assessment and where the Staff Member has not reached the maximum of the salary grade for his/her position. Where the Staff Member's performance has not been considered highly satisfactory, the Executive Director or the Executive Director's delegate will explain to the Staff Member why the Staff Member will not receive an increment, or in the case of poor performance, why the Staff Member's salary will be reduced by an increment.
- (5) For Support Staff, the Executive Director may authorize an incremental rise in salary in recognition of permanent increases in formal skill levels of that Staff, relevant to the Staff Member's duties in the Secretariat; or where the Executive Director is satisfied that the Staff has permanently increased her or his capacity to accept responsibility in her or his duties within the Secretariat.
- (6) Where a Support Staff has reached the maximum salary point in her or his approved salary scale and where that employee's work performance is assessed as having been highly satisfactory on completion of a particular year's service, the Executive Director may grant a fixed sum performance bonus payment to that Staff, provided that any such bonus:
- (a) is not made as a permanent increase in the salary of the Staff;
  - (b) can be fully financed from available budgetary provision in that year; and
  - (c) shall not exceed 5% of the Staff's current salary.

### Regulation 21: Higher and Extra Duties Allowances

- (1) Any Staff Member may at any time be required by the Executive Director to undertake the duties of a senior or other position whether or not the circumstances justify increased pay.
- (2) A Staff Member who is required by the Executive Director to carry out and does carry out the full duties of a higher graded position for a continuous period of not less than ten (10) working days will be paid a higher duties allowance amounting to the difference between the current Staff Member's salary and the current salary of the incumbent of the higher graded position

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### Regulation 22: Representational Allowance

The Secretariat shall reimburse the Executive Director for all reasonable expenses up to an amount per annum determined by the CTI COM or Committee of Senior Officials for expenses incurred in association with representational duties for the Secretariat and which are properly incurred and received by the Executive Director in the course of her or his employment.

### Regulation 23: Professional Staff and Expatriate Allowances

- (1) In addition to base salary, expatriate Professional Staff are entitled to receive the following allowances and benefits:
- (a) One (1) return economy class flight each year between the place of education and Secretariat Headquarters by:
    - (i) each dependent child being educated outside Indonesia; or
    - (ii) the Staff Member or spouse to visit the child, providing the journey is not made within the final six (6) months of the contract.
- For the purposes of this subsection the “place of education” is taken to be the country of ordinary residence or country where the educational institute is situated.
- (b) Expatriate Staff are entitled to return economy class airfares between Secretariat Headquarters and the recognized home for the Staff Member and dependents after completing twelve (12) months of service, and at the completion of each twelve (12) month anniversary, during each year for four (4) year contracts, providing no leave travel is undertaken within the final twelve (12) months of the contract. The recognized home of the Staff Member will be agreed between him/her and the Secretariat at the time of appointment.
  - (c) Subject to the approval of the Executive Director, Staff Members who travel home from the Secretariat Headquarters pursuant to clause (b), in addition to their leave entitlement, receive full pay to compensate for time actually and necessarily spent on such travel.
  - (d) Equivalent to two (2) week’s salary, on completion of a contract, providing the contract is not extended or renewed.
- (2) For Staff based in locations other than the Secretariat Headquarters, the Executive Director will develop additional Staff rules pertaining to their allowances. These additional Staff rules will be subject to the approval of the CTI COM or the CTI CSO. Such additional rules will be broadly analogous to this rule, insofar as local conditions permit.

### Regulation 24: Offences

- (1) A Staff Member of the Secretariat commits an offence if they:
- (a) willfully disobey a lawful order of the Executive Director or of any other officer to whom the employee is formally responsible, or are in non-compliance with duties owed in the role, or with the Secretariat's policy;
  - (b) willfully disregard these Regulations or other Regulations of the CTI-CFF;
  - (c) are negligent, inefficient or incompetent in the exercise of her or his duties;
  - (d) commit gross and wilful misconduct, dishonesty or insubordination;
  - (e) wilfully act without regard to the Secretariat's interests;
  - (f) behave disgracefully or improperly either in an official capacity or otherwise;

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- (g) are convicted of a criminal offence which affects the Staff Member's ability to perform the role satisfactorily;
- (h) steal or misappropriate the funds or property of the Secretariat
- (i) become bankrupt ; or
- (j) undertake any activities that bring the Secretariat into disrepute.

(2) The Executive Director may discipline an employee found guilty of an offence by:

- (a) an official reprimand;
- (b) a fine not exceeding fourteen (14) days' salary;
- (c) demotion to a lower step in the grade of the offender's position;
- (d) dismissal with notice under Regulation 13(1) (f); or
- (e) if the offence is theft or misappropriation of the Secretariat's funds or property, by summary dismissal without notice.

(3) No employee suspected of committing an offence shall be penalized under paragraph 2 of this Regulation unless guilt is confirmed by:

- (a) the employee's own admission; or
- (b) the outcome of criminal proceedings; or
- (c) the findings of an internal inquiry conducted as soon as practicable by the Executive Director (or in his or her absence by the Staff Member designated by the Executive Director to serve in this role) and two (2) other Staff Members, one of whom may be nominated by the suspected employee.

(4) Any Staff Member suspected of committing an offence under this Rule will be afforded natural justice, including receiving notice of any proceedings brought against them, and the opportunity to be heard before any penalty may be imposed against them. Such Staff Member will have an avenue of appeal of adverse finding to the CTI CSO.

(5) An employee may be suspended without pay if suspected of theft or misappropriation of the Secretariat's property and on full pay in all other cases. If the suspicion cannot be sustained the employee will be fully reinstated with effect from the date of suspension.

(6) Where the Executive Director commits any of the offences under this Rule, she or he shall be subject to disciplinary action by the CTI COM.

### **Regulation 25: Staff Committee**

A Staff Committee may be elected annually by Staff Members to represent their views and may be consulted by the Executive Director on general and specific questions relating to Staff issues and welfare.