



INTER-PARLIAMENTARY UNION

5, CHEMIN DU POMMIER
CASE POSTALE 330
1218 LE GRAND-SACONNEX / GENÈVE (SUISSE)

TELEPHONE (41.22) 919 41 50 - FAX (41.22)919 41 60 - E-MAIL postbox@mail.ipu.org
TELEGRAPHIC ADDRESS : INTERPARLEMENT GENEVE

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Administrative Instruction No. 2007/2

TERMS AND CONDITIONS - TEMPORARY TRANSLATORS

Staff Regulation (as approved by the Executive Committee)

Regulation 3.1 - Staff members of the Secretariat of the Union shall be appointed by the Secretary General. Upon appointment, each staff member shall receive a letter of appointment in accordance with the provisions of the Staff Rules and signed by the Secretary General or by an official in the name of the Secretary General.

Regulation 3.4 - Staff members shall be granted either permanent, fixed term or temporary appointments under such terms and conditions consistent with the present Regulations as the Secretary General may prescribe.

1. Status

Short term translators shall have the status of temporary staff members during the period of their employment.

2. Letters of Appointment:

Staff Rule 103.11 -- Temporary appointment

(a) The Secretary General may appoint persons on a temporary basis for a continuous period of less than one year.

(b) Only those provisions of the Staff Rules and Regulations which are expressly mentioned in the Letter of Appointment shall be applicable to temporary staff.

2.1. Short term translators will be employed on a daily basis in accordance with Staff Rule 103.11. Their employment contract will comply with the applicable sections of the Staff Rules and with the special terms and conditions set down in this administrative instruction. The letters of appointment shall comply with Annex 1 of the Staff Rules, shall show the gross and the net salary rates, and shall specify which provisions of the Staff Rules are applicable, namely:

Rules 101	Duties, Obligations, Privileges
Rule 102	Classification
Rules 103.1-6, 103.11	Appointment
Rule 104.8 (a)	Overtime - cash payment
Rule 104.12	Staff Assessment
Rule 104.15	Deductions
Rules 107.1(a)(ii), 107.5-16	Travel
Rule 108	Staff Relations
Rules 109.1-5, 109.7-10	Separation from Service
Rule 112	General Provisions

2.2. The letter of appointment may be amended with respect to the location and subject of the assignment.

2.3. Geneva will be considered as the place of domicile for short term translators, unless otherwise specified in the letter of appointment.

3. Cancellation of Appointment

Staff Rule 109.5 - Termination indemnity

(j) Staff members specifically engaged for conference and other short-term service or for service with a mission, as consultants or as experts, and staff members who are locally recruited for service in established offices away from Headquarters may be paid termination indemnity if and as provided in their letters of appointment.

3.1. When the IPU cancels or terminates the appointment of a translator:

(a) for such reasons as ill health, abandonment of post, misconduct or unsatisfactory service, or for reasons beyond control (including war and labour unrest), the IPU will pay the translator such indemnities as are provided in the Staff Rules. [i.e. nothing]

(b) for any reason other than in (a), more than 30 days before the beginning of the appointment, the IPU shall pay the translator an indemnity equal to 50 per cent of net base salary for the period set out in the letter of appointment;

(c) for any reason other than in (a), 30 days or less before the beginning of the appointment, the IPU shall pay the translator an indemnity equal to 100 per cent of the net base salary for the period set out in the letter of appointment;

(d) for any reason other than in (a), after the beginning of the appointment, the IPU shall pay the translator an indemnity equal to 100 per cent of the net base salary in respect of the unexpired period of the appointment.

3.2. The translator shall make every effort to find reasonably equivalent employment for the period in respect of which such indemnities are payable, and if an organization or third party offers him or her such employment then the indemnity payable shall be reduced by one day for each day thereof.

4. Classification

Staff Rule 102.1 - Classification

Jobs shall be classified in categories and grades in accordance with the level of duties and responsibilities attached to them based upon the standards of the common system as established by the International Civil Service Commission.

4.1. For purposes of salary computations the following grade equivalents are used:

Translator II	P3-1
Translator IV/Reviser II	mean of P3-8 and P4-10
Reviser III	P4-10

4.2. For purposes of salary The reference to grades of the Professional category shall not give rise to any claims to equivalent treatment except as provided in these terms and conditions of employment.

(a) Translator II comprises all translators with fewer than 3300 calendar days of translation experience over a period of 17 years.

(b) Translator IV/Reviser II comprises translators who have had at least 1000 calendar days' work experience in the preceding category over a period of at least five years.

(c) Reviser III comprises translators who have had at least 1000 calendar days' work experience in the preceding category over a period of at least five years.

4.3. Classifications and reclassifications are granted to translators on the judgment of the IPU Head of Language Services, justified by the quality of their work, after completion of the above service requirements. The IPU will take account of substantial and relevant experience in other organizations.

5. Daily rates of pay

Staff Rule 104.1 -- Salary Scales

(b) The Secretary General shall determine the salary rates to be paid to personnel specifically engaged for short-term missions and conference and other short-term service, to consultants, and to technical assistance experts.

5.1. The salary rates for employment on a daily basis are specified in Annex A hereto. Unless specified otherwise in the letter of appointment, one full day's salary shall be payable for each calendar day or part thereof (including weekends and official holidays) falling within the contract period during which the translator is contracted by the IPU.

6. Staff Assessment

Staff Rule 104.12 -- Staff Assessment

(a) An assessment at the rates and under the conditions specified below shall be applied to the salaries and such other emoluments of staff members as are computed on the basis of salary, excluding post adjustments, provided that the Secretary General may, where he or she deems it advisable, exempt from the assessment the salaries and emoluments of staff members engaged at locality rates;

6.1. The salaries paid to translators are subject to staff assessment at the rate for staff members without dependents and are exempt from taxation in Switzerland.

7. Travel Conditions

7.1. The travel rules applicable to the regular staff of the IPU shall apply to the travel of short term translators.

7.2. Travel shall be provided from the place of professional domicile to the place of work and return.

7.3. The IPU may make arrangements to share the cost of travel with previous or subsequent employers.

8. Subsistence allowance

8.1. A translator serving away from the place of professional domicile shall be entitled to receive a daily subsistence allowance in accordance with the rates established by the ICSC, or the equivalent in accommodation and board.

9. Social Security

9.1. The base salary of short term translators includes a social security element of 30 per cent. At the written request of a translator, the IPU shall deduct an amount specified by the translator and shall pay the said amount, in the name of the translator, into the "Caisse commune de pension des interprètes et traducteurs de conférence".

10. Sick leave

10.1. Short term translators are not entitled to paid sick leave.

11. Workload

11.1. Translators will have a normal workload of 40 hours per week spread over five or six days. If, as is frequently required during conferences, a translator is called upon to work longer, he or she shall be given compensation in the form of time off or in the form of additional remuneration at an hourly rate equal to one eighth of the daily rate for hours in excess of the normal workload.

ANNEX A

Salary Rates

1. The daily net base salary of short-term translators recruited locally shall be 1/323rd of the annual net base salary, applicable to a staff member with no dependent spouse or child, at the equivalent grade and step in the Professional category. To the net base salary shall be added 30 per cent for social security and a post adjustment for Geneva
2. The daily base salary rate plus thirty per cent plus post adjustment shall be rounded to the nearest Swiss Franc.
3. The daily base salary rate and post adjustment shall be adjusted on 1 January of each year in accordance with the professional salary rates, post adjustment rates and exchange rates in effect at that date.
4. The hourly rate of pay used for the calculation of compensatory pay when the workload exceeds 40 hours in a seven day period shall equal the daily rate divided by eight.
5. With effect from 1 September 2006 the salary rates for translators are :

Grade	Annual Rates (USD)				Daily Pay Rate (CHF)	Hourly Pay Rate (CHF)
	Gross Salary	Net base salary	Social Security	Post adjustment		
T.II	\$66,881	\$49,149	\$14,745	\$34,699	CHF 375.00	CHF 46.88
T.IV/R.II	\$89,262	\$63,894	\$19,168	\$45,109	CHF 488.00	CHF 61.00
R.III	\$99,210	\$70,405	\$21,122	\$49,706	CHF 537.00	CHF 67.13

Post adjustment = 70.6%

Exchange Rate = 1.23

Social Security = 30%

Note: These rates represent a premium of 11 per cent over the UN/AITC rates in Geneva.