

COUNCIL OF EUROPE

COMMITTEE OF MINISTERS

RESOLUTION (81) 18

ON THE REGULATIONS GOVERNING STAFF SALARIES AND ALLOWANCES

*(Adopted by the Committee of Ministers on 1 July 1981
at the 335th meeting of the Ministers' Deputies)*

The Committee of Ministers, under the terms of Article 16 of the Statute of the Council of Europe,

Having regard to Resolution (72) 32 on the regulations concerning salaries and allowances of permanent staff of the Council of Europe, as amended by Resolutions (74) 11, (75) 38, (77) 21, (77) 22, (78) 7, (79) 3, (80) 3 and (81) 17 ;

Having regard to the draft regulations governing staff salaries and allowances, submitted by the ad hoc Committee of Administrative Experts (CAHEA) in its final activity report ;

Having regard to the final report of the Ministers' Deputies Working Party on the functioning of staff appointments ;

Whereas, as a result of the relevant decisions taken with regard to the aforementioned reports, it is necessary to revise the regulations governing salaries and allowances of Council of Europe staff,

Resolves as follows :

Single article : The provisions of Resolution (72) 32, as last amended by Resolution (81) 17, are rescinded and replaced by the regulations appearing at the appendix to the present resolution.¹

1. The appended regulations are destined to appear as an appendix to the Staff Regulations.

Appendix to Resolution (81) 18

Regulations governing staff salaries and allowances

Article 1

Scope

These regulations, issued in accordance with Article ...¹ of the Staff Regulations, specify the salaries and allowances of staff members and the procedures for their granting and payment.

Article 2

Basic salary

Staff members' basic salaries shall be determined in accordance with the scales contained in the tables appended.

Article 3

Steps

1. Each staff member shall advance up the scale for his grade by the steps shown.
2. Such advancement shall be continuous, from one step to the next.
3. For category A staff, advancement to steps 2 to 5 (grades A7 and A6) and 2 to 7 (grades A5, A4, A3 and A2) shall take place after twelve months of service in the step immediately below, and advancement to steps 6 (grade A7), 6 to 8 (grade A6) and 8 to 11 (grades A5, A4, A3 and A2) after twenty-four months of service in the step immediately below. Grade A1 staff shall be promoted from step 1 to step 2 after twelve months' service in the lower step.
4. For category L staff, advancement to the next step shall take place after eighteen months of service in the step immediately below.
5. For staff in categories B and C, advancement to steps 2 to 8 shall take place after twelve months of service in the step immediately below, and to steps 9 to 11 after twenty-four months' service.

Article 4

Household allowance

1. The household allowance shall be fixed at 6% of the basic annual salary. The amount of this allowance shall not, however, be less than 6% of the basic salary for grade B3, step 1.
2. The following shall be entitled to the household allowance :
 - i. married staff ;
 - ii. widowed, divorced, legally separated or unmarried staff who have one or more dependent children as defined in Article 5 or, if applicable, Article 12 ;
 - iii. any staff member who does not satisfy the conditions under i and ii above but who has one or more dependants as defined in Article 5, paragraph 2.
3. Notwithstanding the foregoing provisions, a married staff member having no dependent children or other dependants as defined in Article 5 or Article 12 of these regulations shall not be entitled to the allowance provided for in paragraph 1 if his/her spouse's income from a gainful occupation is equal to or higher than the basic salary for grade B3, step 1, plus the amount of the allowance.
4. If the spouse's income is between the ceiling referred to in paragraph 3 and the basic salary for grade B3, step 1, a reduced allowance equal to the difference between that ceiling and the amount of the said income shall be payable.
5. Where, in accordance with the above provisions, a husband and wife employed by the Council or by the Council and another co-ordinated organisation, are both entitled to the household allowance, the allowance shall be paid only to the person whose basic salary is the higher.

1. See Article 41 of the draft Staff Regulations proposed by the ad hoc Committee of Administrative Experts (CAHEA) at Appendix B to Doc. CM (80) 225.

6. The household allowance shall be paid after deduction of any similar allowances to which the official or his/her spouse may be entitled from another source.

Article 5

Allowance in respect of dependent children or other dependants

1. i. A monthly allowance shall be paid in respect of each dependent child under 18 years of age, in accordance with the appended scale.

ii. By dependent child is meant any legitimate, natural, adopted or otherwise dependent child who depends on the staff member's household or on the staff member alone for main and continuing support. An "otherwise dependent" child shall be taken as meaning :

- a. a child for whom adoption procedure has been initiated ;
- b. an orphan dependent on the staff member.

iii. The allowance shall continue to be payable until the dependent child reaches the age of 26 if he (or she) is receiving, on a full-time basis, school or university education or vocational training which does not carry a wage or salary properly so called.

iv. The allowance shall continue to be payable without any age-limit if the dependent child cannot support himself (herself) owing to permanent disablement certified by a doctor approved by the Secretary General.

v. If a staff member or the spouse of a staff member receives under his/her country's laws or regulations an allowance whose purpose is the same as that of the allowance provided for in this article, the amount of that allowance shall be deducted from the allowance payable by the Council.

vi. In the case of two staff members employed by the Council or by the Council and another co-ordinated organisation, the allowance in respect of dependent children shall be paid to the official who receives the household allowance.

2. An allowance equal in amount to the allowance payable in respect of a dependent child shall, by decision of the Secretary General for cause shown, be payable to a staff member in respect of any ascendant of either himself or his spouse, where such ascendant is dependent on him for main and continuing support and in respect of any relative by blood or marriage whom he is under a legal obligation to provide with main and continuing support.

Article 6

Expatriation or residence allowance

1. i. The expatriation allowance shall be payable to staff in categories A, L and B, who at the time of their appointment were not nationals of the host state and had not been continuously resident on that state's territory for at least three years, no account being taken of previous service in their own country's administration or with other international organisations.

ii. This allowance shall also be paid to staff in the same categories who, although nationals of the host state, had been continuously resident for at least ten years in another state at the time of their appointment, no account being taken of previous service in their own country's administration or with other international organisations.

iii. In the event of a staff member who is entitled to the expatriation allowance being transferred to the country of which he is a national, he shall cease to be entitled to the expatriation allowance.

iv. When any point on the frontier of the country of which the staff member is a national is within a radius of 50 km from the duty station, such a staff member shall not be entitled to the expatriation allowance unless he supplies proof that he has established his actual and habitual residence in the country of service or, exceptionally and subject to agreement by the Secretary General, in another country of which he is not a national, taking account of his family circumstances.

2. The expatriation allowance shall comprise :

i. for all staff in the above three categories a sum equal to 20% of their basic salaries if they receive the household allowance and to 16% if they do not ;

ii. for staff in category B serving in France, an additional fixed amount depending on their grades and family situation, in accordance with the appended scale ;

iii. a fixed monthly allowance, in accordance with the appended scale, in respect of each dependent child as defined in Article 5 above.

The combined total of the sums specified under i and ii above shall in no case be less than the total payable under this head to a staff member in grade B3, step 1.

3. Where a husband and wife, who are both non-resident, are employed in the same country by the Council, or by the Council and another co-ordinated organisation, they shall each be entitled to an expatriation allowance, but at the rate of 16% whether or not they are entitled to the household allowance.

4. Staff in the above categories who cannot claim the expatriation allowance under the provisions of paragraph 1 and who at the time of their appointment were resident at a distance of more than 300 km from their duty station shall be paid an allowance amounting :

- i. for staff receiving the household allowance, to 35% of the expatriation allowance payable in the same family circumstances ;
- ii. for other staff, to 15% of that allowance.

Article 7

Education allowance

1. Staff members entitled to the expatriation allowance—with the exception of those who are nationals of the country in which they are serving—may request payment of the education allowance in respect of each dependent child, within the meaning of these regulations, regularly attending an educational establishment on a full-time basis.

2. By way of exception, resident staff members may request payment of the education allowance provided that the two following conditions are met :

a. the official's duty station is not less than 80 km distant from any school or university corresponding to the child's educational cycle ;

b. the official's duty station is not less than 80 km distant from the place of domicile at the time of recruitment.

3. Entitlement to the allowance shall commence on the first day of the month during which the child begins to attend a primary school. It shall terminate when the child ceases full-time studies, and not later than the end of the month in which the dependent child allowance ceases to be paid.

4. Except where otherwise stated, the education allowance shall be granted on production of vouchers certifying that expenditure of the kind mentioned in paragraph 5 has in fact been incurred by and paid for by the staff member.

5. Within the prescribed limits, the following items of expenditure shall be taken into account when calculating the education allowance :

a. school or university registration fees ;

b. general fees for schooling and education charged by the educational establishment ;

expenses on special courses and activities that are not normally part of the child's basic course of studies shall not be taken into account ; in no circumstances shall the cost of related equipment be reimbursed ;

c. examination fees ;

d. tuition fees for private lessons on condition that :

— tuition is given in subjects which are not contained in the child's syllabus but are part of the compulsory national education programme of the country of which the staff member is a national ; or

— tuition is required to enable the child to adjust to the educational curriculum of the institution attended, or to enable the child to become familiar with the language spoken in the area in which the child lives if the education is given in another language ;

in all these cases, tuition fees may be taken into account for an adjustment period of not more than two years ;

e. daily expenses on travel between the educational institution and home by public transport or school bus. Reduced fares must be taken into consideration. Where a private car is used or when no public transport or school bus is available, an amount equal to 10% of the dependent child allowance shall be taken into account ;

f. expenditure on half-board, or on board and lodging in cases where the child does not live at the staff member's home ; if vouchers for board and lodging are available, the amount to be taken into account shall not exceed two times the dependent child allowance applying in the country where the studies are carried out. If no vouchers are available, the amount to be taken into account shall be limited to one and a half times the dependent child allowance mentioned above ;

g. purchase of school books as required by the curriculum, and compulsory school uniforms.

6. The amount of the allowance shall be 70% of the total expenditure mentioned under paragraph 5, and in no case more than two and a half times the dependent child allowance applying in the country where the studies are pursued and three times the dependent child allowance applying in the country where the studies are pursued if the child is educated in the country of which the staff member is a national.
7. Staff members whose children carry out their studies at a place more than 300 km away from the duty station shall also be entitled—on condition that the amount does not exceed the cost of a round-trip between the duty station and the place approved for home leave—to the reimbursement of the cost of one round-trip per year between the place of study and the duty station. Nevertheless, staff members who have received such repayment for one or several children may not during the same year request repayment for the round-trip on home leave for the same child or children.
8. The supplement for dependent children, included in the expatriation allowance, and the education allowance shall not be paid concurrently.
9. The actual amount of the education allowance shall be determined after deduction, where appropriate, from the total amount of the expenditure by the staff member for educational purposes as mentioned in paragraph 5 above, of any allowance received from other sources for the child's education (scholarships or study grants). Deduction shall be made separately for each child.
10. At the beginning of the school year a staff member requesting an education allowance shall inform the administration as fully as possible on the expenditures which will be incurred for the education of each child. On the basis of that information the administration shall provisionally calculate the education allowance as described in paragraphs 6 to 9 above on an annual basis and make it payable at one-twelfth of the total amount from the beginning of the school year.
11. At the end of the school year the staff member shall provide evidence of the total expenditure during the school year in order to facilitate the final calculation of the allowance. Positive or negative discrepancies between the final amount and the total sum of the monthly payments shall be settled as soon as possible.
12. The education allowance as finally settled in accordance with paragraph 11 above may be used as the basis for determining the amount of the allowance to be paid in the next school year provided that the entitlement remains unchanged.
13. The staff member shall inform the administration of any changes of circumstances which affect the entitlement to and the amount of the education allowance.

Article 8

Settling-in allowance

1. A settling-in allowance shall be payable to staff who either are in receipt of the expatriation allowance or were, at the time of their appointment to the Council, ordinarily resident more than 100 km from their duty station. This allowance shall also be payable to a staff member who has to change his permanent residence as a result of being transferred from one place of duty to another more than 100 km away.
2. The amount of this allowance shall be a proportion of the basic annual salary, as follows :
 - for staff receiving the household allowance with two or more dependent children one-sixth
 - for married staff without children or staff receiving the household allowance
with only one dependent child one-eighth
 - for other staff one-twelfth
3. The allowance shall be payable when the staff member takes up his/her duties. If the staff member is married, however, it shall not be payable in full until he/she has taken up residence with his/her family at his/her place of duty. If he/she is not joined by his/her family, the amount payable shall be that payable to other staff.
4. A staff member whose contract is terminated during his period of probation or who resigns before completing two years' service shall be required to repay to the Council a sum proportionate to the length of time which he would have had to serve in order to complete two years' service.

Article 9

Language allowance

1. A language allowance of a sum equal to the value of the increment per step for grade B2 may be granted to staff in grades B1 and B2 having adequate knowledge of the two official languages.

2. A language allowance of a sum equal to the value of the increment per step for grade C3 may be granted to staff in grades C1 to C4 who have an adequate knowledge of the two official languages, and who fulfil the following requirements :

- i. having frequent contacts with persons using exclusively either English or French, and
- ii. being required to use both these languages under the terms of their job description.

3. Adequate knowledge of the two official languages shall be established by means of an appropriate test of linguistic proficiency.

Article 10

Payment of overtime work

Overtime work by staff in grades B3, B2 and B1 and in category C shall, where the exigencies of the service preclude their being granted compensatory leave, be payable on the conditions set out at Appendix ...¹ to the Staff Regulations.

Article 11

Rent allowance

1. Staff members shall be entitled, on production of vouchers, to a rent allowance provided that they satisfy the following conditions :

- a. that they do not own in the place of their duty station a dwelling suitable to their grade or family circumstances ;
- b. that they are the tenants or sub-tenants of furnished or unfurnished premises suitable to their grade or family circumstances ;
- c. that the rent paid, excluding all charges, exceeds the proportion of their emoluments specified in paragraph 3 below.

2. A staff member who is not married shall not be entitled to the allowance unless he/she receives the household allowance.

3. The amount of allowance shall be a proportion of the difference between the actual rent paid, excluding all charges, and the following nominal sums :

- 15% of the emoluments of category C staff members and staff members of category B up to and including grade B4 ;
- 20% of the emoluments of grade B5 and B6 staff members ;
- 22% of the emoluments of grade A1 and A2, L1 and L2 staff members.

4. This proportion shall be 50% for unmarried staff or married staff with no children, 55% for staff members with one dependant and 60% for those with two or more dependants, provided that in no case shall the amount of the allowance exceed :

- 10% of the emoluments of the staff members concerned in the case of staff members in category C and in grades B1 to B4 inclusive ;
- 5% of the emoluments of the staff members concerned in the case of staff members in grades B5 and B6, A1 and A2, L1 and L2.

5. For the purposes of this article, emoluments shall mean basic salary, expatriation or residence allowance, household allowance or language allowance, less social security, supplementary insurance and pension scheme contributions.

Article 12

Allowance for handicapped child

1. An allowance for a handicapped child shall be paid to any staff member with a dependent child who is handicapped within the meaning of this article, whatever the age of the child.

2. A child shall be deemed to be handicapped if it is established by medical evidence that he or she is suffering from a serious and permanent disability necessitating either special care or supervision not provided free of charge or special education or training.

1. See Appendix VIII to the draft Staff Regulations proposed by the ad hoc Committee of Administrative Experts (CAHEA) at Appendix B to Doc. CM (80) 225.

3. The decision to pay the allowance shall be made by the Secretary General after consulting a board which he shall constitute for the purpose and which shall include not less than one medical practitioner. The Secretary General's decision shall specify the period for which the allowance shall be paid, subject to review.
4. The criterion for entitlement to the benefits specified in these regulations shall be the serious and continuing impairment of physical or mental activities.
5. Children may be deemed to be handicapped where they suffer from :
 - serious or chronic affection of the central or autonomic nervous system, however caused, such as diseases of the brain, diseases or disorders of the spinal cord or bone marrow or autonomic paralysis ;
 - serious affection of the locomotor system ;
 - serious affection of one or more sensory systems ;
 - chronic and disabling mental illness.
6. The above list shall not be deemed to be exhaustive and is given by way of indication only ; it shall not be taken as an absolute basis for assessing the degree of disability or incapacity.
7. The amount of the allowance shall be equal to the amount of the allowance for a dependent child and shall be additional thereto.
8. Where the staff member concerned is entitled to a similar allowance under a national or international scheme, the amount of allowance payable by the Council shall be the amount by which the rate payable under paragraph 7 exceeds the amount payable under the national or international scheme.

Article 13

Extra duties allowance

1. An extra duties allowance shall be paid to a staff member who is called upon by the Secretary General, in application of Article ...¹ of the Regulations on Appointments, to assume the responsibilities attaching to a post carrying a grade immediately higher than his own.
2. The amount of this allowance shall correspond to one twelve-month step in the basic salary scale for the grade of the staff member carrying out the extra duties.
3. The allowance shall be paid from the third consecutive month of service in the higher post, without retroactive effect in respect of the first two months.

1. See Article 28 of the draft Regulations on Appointments proposed by the Ministers' Deputies Working Party on the Functioning of Staff Appointments at Appendix VII to Doc. CM (80) 306.

TABLE I

MONTHLY BASIC SALARY SCALE FOR A, L, B AND C STAFF SERVING IN FRANCE ¹

French Francs

Category and grade	Steps												Increment per step of :		
	1	2	3	4	5	6	7	8	9	10	11	12	12 mth.	18 mth.	24 mth.
A 7	21 643	22 368	23 093	23 818	24 905	25 992							725		1 087
A 6	19 770	20 316	20 862	21 408	22 228	23 048	23 868	24 688					546		820
A 5	17 381	17 867	18 353	18 839	19 325	19 811	20 540	21 269	21 998	22 727	23 456		486		729
A 4	15 006	15 396	15 786	16 176	16 566	16 956	17 541	18 126	18 711	19 296	19 881		390		585
A 3	13 118	13 488	13 858	14 228	14 598	14 968	15 523	16 078	16 633	17 188	17 743		370		555
A 2	10 632	10 918	11 204	11 490	11 776	12 062	12 491	12 920	13 349	13 778	14 207		286		429
A 1	8 322	8 573											251		0
L 5	15 865	16 500	17 135	17 770	18 405	19 040	19 675	20 310	20 945	21 580				635	
L 4	13 952	14 510	15 068	15 626	16 184	16 742	17 300	17 858	18 416	18 974	19 532	20 090		558	
L 3	13 444	13 982	14 520	15 058	15 596	16 134	16 672	17 210	17 748	18 286				538	
L 2	10 807	11 239	11 671	12 103	12 535	12 967	13 399	13 831	14 263	14 695				432	
L 1	8 801	9 153												352	
Category and grade	Steps												Increment per step of :		
	1	2	3	4	5	6	7	8	9	10	11		12 or 24 months		
B 6	9 780	10 103	10 426	10 749	11 072	11 395	11 718	12 041	12 364	12 687	13 010		323		
B 5	8 530	8 811	9 092	9 373	9 654	9 935	10 216	10 497	10 778	11 059	11 340		281		
B 4	7 390	7 634	7 878	8 122	8 366	8 610	8 854	9 098	9 342	9 586	9 830		244		
B 3	6 360	6 570	6 780	6 990	7 200	7 410	7 620	7 830	8 040	8 250	8 460		210		
B 2	5 440	5 620	5 800	5 980	6 160	6 340	6 520	6 700	6 880	7 060	7 240		180		
B 1	4 640	4 793	4 946	5 099	5 252	5 405	5 558	5 711	5 864	6 017	6 170		153		
C 6	7 170	7 385	7 600	7 815	8 030	8 245	8 460	8 675	8 890	9 105	9 320		215		
C 5	6 400	6 592	6 784	6 976	7 168	7 360	7 552	7 744	7 936	8 128	8 320		192		
C 4	5 760	5 933	6 106	6 279	6 452	6 625	6 798	6 971	7 144	7 317	7 490		173		
C 3	5 200	5 356	5 512	5 668	5 824	5 980	6 136	6 292	6 448	6 604	6 760		156		
C 2	4 720	4 862	5 004	5 146	5 288	5 430	5 572	5 714	5 856	5 998	6 140		142		
C 1	4 290	4 419	4 548	4 677	4 806	4 935	5 064	5 193	5 322	5 451	5 580		129		

1. Scale applicable as from 1 July 1980.

BELGIUM

MONTHLY BASIC SALARY SCALE FOR GRADE A, L, B AND C STAFF ¹

Belgian Francs

Category and grade	Steps												Increment per step of :		
	1	2	3	4	5	6	7	8	9	10	11	12	12 mth.	18 mth.	24 mth.
A 7	145 700	150 579	155 458	160 337	167 656	174 975							4 879		7 319
A 6	133 090	136 771	140 452	144 133	149 655	155 177	160 699	166 221					3 681		5 522
A 5	117 000	120 274	123 548	126 822	130 096	133 370	138 281	143 192	148 103	153 014	157 925		3 274		4 911
A 4	101 020	103 650	106 280	108 910	111 540	114 170	118 115	122 060	126 005	129 950	133 895		2 630		3 945
A 3	88 320	90 808	93 296	95 784	98 272	100 760	104 492	108 224	111 956	115 688	119 420		2 488		3 732
A 2	71 580	73 500	75 420	77 340	79 260	81 180	84 060	86 940	89 820	92 700	95 580		1 920		2 880
A 1	56 020	57 706											1 686		0
L 5	106 830	111 103	115 376	119 649	123 922	128 195	132 468	136 741	141 014	145 287				4 273	
L 4	93 930	97 687	101 444	105 201	108 958	112 715	116 472	120 229	123 986	127 743	131 500	135 257		3 757	
L 3	90 510	94 130	97 750	101 370	104 990	108 610	112 230	115 850	119 470	123 090				3 620	
L 2	72 750	75 660	78 570	81 480	84 390	87 300	90 210	93 120	96 030	98 940				2 910	
L 1	59 270	61 641												2 371	
Category and grade	Steps												Increment per step of :		
	1	2	3	4	5	6	7	8	9	10	11		12 or 24 months		
B 6	72 150	74 531	76 912	79 293	81 674	84 055	86 436	88 817	91 198	93 579	95 960		2 381		
B 5	63 000	65 079	67 158	69 237	71 316	73 395	75 474	77 553	79 632	81 711	83 790		2 079		
B 4	54 800	56 608	58 416	60 224	62 032	63 840	65 648	67 456	69 264	71 072	72 880		1 808		
B 3	47 700	49 274	50 848	52 422	53 996	55 570	57 144	58 718	60 292	61 866	63 440		1 574		
B 2	41 500	42 870	44 240	45 610	46 980	48 350	49 720	51 090	52 460	53 830	55 200		1 370		
B 1	36 800	38 014	39 228	40 442	41 656	42 870	44 084	45 290	46 512	47 726	48 940		1 214		
C 6	51 100	52 633	54 166	55 699	57 232	58 765	60 298	61 831	63 364	64 897	66 430		1 533		
C 5	46 300	47 689	49 078	50 467	51 856	53 245	54 634	56 023	57 412	58 801	60 190		1 389		
C 4	42 500	43 775	45 050	46 325	47 600	48 875	50 150	51 425	52 700	53 975	55 250		1 275		
C 3	39 500	40 685	41 870	43 055	44 240	45 425	46 610	47 795	48 980	50 165	51 350		1 185		
C 2	37 100	30 213	39 326	40 439	41 552	42 665	43 778	44 891	46 004	47 117	48 230		1 113		
C 1	35 100	36 153	37 206	38 259	39 312	40 365	41 418	42 471	43 524	44 577	45 630		1 053		

1. Scale applicable as from 1 July 1980.

TABLE II¹

Scale of allowances for dependent children and other dependants		
Staff members serving in France	Staff members serving in Belgium	
595.80 FF per month	4 012 BF per month	
Expatriation allowance		
<i>Scale of the additional fixed part applicable to category B staff members serving in France (monthly amount)</i>		
Grades	Recipient of the household allowance	Other staff
B4	11.40 FF	
B1, B2, B3	93.20 FF	51.20 FF
<i>Scale of the fixed monthly allowance paid for each dependent child</i>		
Staff members serving in France	Staff members serving in Belgium	
167.10 FF	1 126 BF	

1. Scale applicable as from 1 July 1980.