

DRAFT TEXT PRESENTED BY THE ORGANIZATIONS AFTER THE THIRD ROUND OF NEGOTIATIONS (22 December 2017)	AIIC'S COMMENTS AND PROPOSALS (19 February 2018)
<p>Agreement between the United Nations Common System/Chief Executives Board for Coordination and the <i>Association Internationale des Interprètes de Conférence</i>, regulating the Conditions of Employment of Short-Term Conference Interpreters</p> <p>1 July 2012</p>	<p>2018-2022</p>
<p>Content</p> <p>Certain definitions</p> <p>I.Scope and implementation</p> <p>II.Appointment and termination</p> <p>III.Remuneration policy</p> <p>IV.Travel conditions</p> <p>V.Social security</p> <p>VI.Working conditions</p> <p>DELETED (para moved under section II)</p> <p>VII.Settlement of disputes</p> <p>VIII.Other provisions</p> <p>ANNEXES</p> <p>A. Remuneration Policy and Schedule of Rates</p> <p>B. Classification of interpreters (Group I and Group II)</p> <p>C. Number of Assignments Per Contract Duration</p> <p>D. System of Compensation for Extra Workload</p> <p>E. Provisions Governing Broadcasting of Interpretation</p> <p>F. Organizations party to the Agreement</p> <p>G. Organizational entities to which the Agreement applies</p> <p>Other annexes tbd (Medical form,...)</p>	<p>H. Standard medical form to be used for all recruitment of short-term conference interpreters lasting less than six months</p>
<p>1. In meetings between representatives of the Association Internationale des Interprètes de Conférence (AIIC) and representatives of the United Nations System Chief Executives Board for</p>	

<p>Coordination (CEB) mentioned in Annex F to the Agreement (hereinafter collectively referred to as "the Organizations" and each as "an Organization"), it has been agreed that, subject to the approval of AIIC and of the Organizations, the conditions of employment of short-term conference interpreters (hereinafter referred to as "interpreters") shall be governed by the provisions set out below.</p>	
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<p>Certain definitions</p> <p>2. For the purpose of this Agreement:</p> <p>(a) "short-term conference interpreters" also refers to "temporary" and "freelance" interpreters, terms used by some Organizations in accordance with their staff regulations and staff rules and/or the administrative policies of the employing Organization;</p> <p>(b) "Appointment" refers to the appointment letters or contracts issued to interpreters;</p> <p>(c) "Appointment letter/letter of appointment" means a letter or contract issued by the employing Organization to interpreters;</p> <p>(d) "Assignment" is work performed in the booth, normally from two and a half to three hours;</p> <p>(e) A "firm offer" is an offer of work that is binding both on the Organization and on the interpreter who accepts such an offer;</p> <p>(f) An "option" is a proposal of work that is non-binding for both the Organization and the interpreter;</p> <p>(g) A "request for availability" is not an offer of work but merely an enquiry by the Organization concerning the availability of the interpreter for a period of work. It is in no way binding on either party;</p> <p>(h) "World rate" is the remuneration paid outside of headquarters duty stations, in accordance with Annex A;</p> <p>(i) "Daily rate" is the daily remuneration paid in accordance with the appointment letter.</p>	<p>To be organized alphabetically</p> <p>There are other definitions to be added, such as:</p> <p>"official business travel". CEB said they would provide a definition. It should be harmonized with other paragraphs which say only "official travel" - para 23 and para after 37, on security.</p> <p>However, while this is Definitions section, AIC proposed, for ease of reference, to keep definitions (e), (f) and (g) in the relevant section</p> <p><u>Definitions (h) and (i):</u></p> <p>CEB's definition of world rate is not entirely accurate. The world rate is also paid to a freelance interpreter recruited to work at a headquarters duty station if the interpreter does not have his/her professional domicile in that HQ duty station</p> <p>Current definitions of world rate and headquarters rate are sufficiently clear in the 2012 Agreement, and the ND sees no need to amend them.</p> <p>Finally, for ease of reference, the ND thinks definitions of world rate (h) and daily rate (i) should remain in annex A.</p>
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<p>I. Scope and implementation</p> <p>Scope</p>	
<p>3. This Agreement shall be applicable to the servicing of conferences and meetings requiring interpretation organized by the Organizations, by any mode of interpretation¹ and on a worldwide basis, arising from requirements of the principal and subsidiary organs of the Organizations, as set forth:</p> <p>(a) In the Charter of the United Nations, statutes and treaties or other international instruments, as applicable, that establish the respective Organization with its object, purpose and functions;</p> <p>(b) In decisions by policymaking organs or governing bodies of an Organization that result in formally mandated conferences or meetings at the headquarters and principal offices of such Organization or elsewhere.</p> <p>4. This Agreement may also apply, at the discretion of each Organization, to other meetings of the said Organization.</p> <p>5. This Agreement shall apply to any and all official languages of the Organization and/or working languages of a conference or meeting covered by this article for which interpreters are recruited pursuant to its terms and conditions.</p> <p>6. This Agreement may also be extended by mutual agreement to other Organizations of the common system invited to join the Agreement during its period of validity. The list of Organizations that are party to the Agreement is contained in Annex F. A more detailed list of organizational entities to which the Agreement applies is contained in Annex G.</p>	<p>The ND did not accept this definition of the scope. The delegation proposed to keep the definition in the current Agreement.</p> <p>The ND's last position communicated to the CEB was that if the funds and programs did not agree, they could include a reservation as a footnote.</p> <p>Article 5 is a new text proposed by AIIC.</p>
<p>FOOTNOTE 1</p> <p>¹ <i>The parties will individually review and continue to consult one another and other stakeholders on the issues of sign and remote interpretation, as considered appropriate. By way of clarification, the scope of this agreement does not cover the performance of sign language interpretation and remote interpretation services.</i></p>	<p>Footnote 1 was amended after the third round as follows, and it reflects a suggestion by the Sign Language Interpretation Network not to include any reference to sign interpretation in such terms:</p> <p><i>The parties will individually review and continue to consult one another and other stakeholders on the issue of remote interpretation, as considered appropriate. The parties agree to consult on the</i></p>

	<p><i>issue of remote interpretation services any time during the duration of this Agreement, but no later than the Mid-Term Review Meeting.</i></p> <p>This text is just a placeholder. Final drafting to be discussed and agreed upon by the Parties</p>
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Duration	
<p>7. This Agreement shall be valid from xxxx 2018 to 31 December 2022. If a new Agreement cannot be concluded before the expiry date, the Agreement may be extended for a fixed period to be agreed upon by all parties. However, every effort should be made to conclude the negotiations for a new Agreement prior to the expiry date, and negotiations should therefore commence well ahead of the date of expiry.</p>	

Notification of acceptance

Notification of acceptance	
<p>8. Each Organization and AIIC shall notify the CEB secretariat of its acceptance of the Agreement. The CEB secretariat shall inform all parties of the acceptance notices received.</p>	

Exceptional conditions that would require a renegotiation of the Agreement	
<p>9. The provisions of this Agreement specifically concerning remuneration may be renegotiated, at the request of AIIC or of the Organizations, in the event of:</p>	
<p>DELETED</p>	
<p>(a) The abandonment, by the Organizations, of the United States dollar as the currency in which the base salary scales for staff in the Professional and higher categories are denominated; or</p>	
<p>(b) A modification of the United Nations compensation system; or</p>	
<p>(c) Any other exceptional event or major change of circumstances in one or several of</p>	

<p>the ratifying Organizations that leads any of the parties to believe that they cannot fully respect the terms of this Agreement, provided that any of the above events significantly affect the remuneration levels of interpreters.</p>	
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<p>II. Appointment and termination²</p> <p>Non-discrimination in recruitment</p>	
<p>10. Recruitment of interpreters shall be consistent with the principles laid down in the Charter and the constitutions of the Organizations, in particular and for example, Article 101 (3) of the Charter of the United Nations: "The paramount consideration in the employment of staff ... shall be the necessity of securing the highest standards of efficiency, competence and integrity". It shall also be without any form of discrimination whatsoever, without prejudice to the staff regulations and rules and/or administrative policies of the employing Organization.³</p> <p>FOOTNOTE 2</p> <p>² <i>IFAD reserves its position with regard to the legal status granted to interpreters and instruments used to contract them, which shall be done in accordance with its procedures and administrative policies.</i></p> <p>FOOTNOTE 3</p> <p>³ <i>For the purposes of this Agreement, any reference to staff regulations and staff rules also includes reference to the relevant administrative policies of the employing Organizations. CEB will maintain a database of such policies and administrative issuances. The employing Organization will be requested to inform interpreters of these policies.</i></p>	<p>AIIC asked to remove the first and last sentences as redundant, as this is already mentioned in the body of the text.</p>
<p>11. As set out in the Staff Regulations and Rules of the United Nations and/or administrative policies of the employing Organization and the standards of conduct, all international civil servants, including interpreters, have the right to form and join associations, unions or other groups to promote</p>	

<p>and defend their interests and to be protected against discriminatory or prejudicial treatment based on their status or such activities as staff representatives.</p>	
<p>Disciplinary measures</p> <p>12. Interpreters shall comply with their obligations under the Charter of the United Nations, the staff regulations and rules and other relevant administrative policies of the employing Organizations and observe the standards of conduct expected of international civil servants. Failure to do so may amount to misconduct and may lead to the initiation of a disciplinary process. Without prejudice to its right to apply the remedies and disciplinary measures that are foreseen in its internal rules or in the letter of appointment, including the withholding of all or part of the remuneration due, such as when interpreters abandon their positions or assigned functions prior to the completion of the period of employment, an Organization may draw the attention of AIIC to any case where the conduct of one of its freelance members has been unsatisfactory. In that event, AIIC shall conduct a disciplinary investigation, further to which it shall decide upon the necessary action that it considers appropriate, in consultation with the Organization concerned.</p>	<p>This article was partially amended with a set of very stringent provisions that AIIC managed to water down and limit.</p> <p>Editorial: This article has been relocated. Any reference to it would need to be amended accordingly.</p> <p>The text proposed here blends former para 39 with new compromise text. AIIC had asked that the two articles remain separate:</p> <p>12. <i>Interpreters shall comply with their obligations under the Charter of the United Nations, the staff regulations and rules and other relevant administrative policies of the employing Organizations and observe the standards of conduct expected of international civil servants. Failure to do so may amount to misconduct and may lead to the initiation of a disciplinary process.</i></p> <p>12 bis: <i>Without prejudice to its right to apply the remedies and disciplinary measures that are foreseen in its internal rules or in the letter of appointment, including the withholding of all or part of the remuneration due, such as when interpreters abandon their positions or assigned functions prior to the completion of the period of employment, an Organization may draw the attention of AIIC to any case where the conduct of one of its freelance members has been unsatisfactory. In that event, AIIC shall conduct a disciplinary investigation, further to which it shall decide upon the necessary action that it considers appropriate, in consultation with the Organization concerned.</i></p>

<p>Offers of work</p>	<p>Editorial: Articles to be numbered correctly</p>
<p>8. Offers made by an organization to an interpreter are of two categories: firm offers and options.</p>	

<p>DELETED</p>	<p>As agreed at the last round, these particular definitions should remain here (unchanged from the current Agreement)</p>
<p>MOVED TO DEFINITION SECTION</p>	<p>1. A “firm offer” is an offer of work that is binding both on the Organization and on the interpreter who accepts such an offer.</p>
<p>MOVED TO DEFINITION SECTION</p>	<p>2. An “option” is a proposal of work that is non-binding for both the Organization and the interpreter.</p>

MOVED TO DEFINITION SECTION	3. A "request for availability" is not an offer of work but merely an enquiry by the Organization concerning the availability of the interpreter for a period of work. It is in no way binding on either party.
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Firm offers	
(a) The Organization shall endeavour, whenever possible, to make firm offers without resorting to options;	
(b) The interpreter, by accepting a firm offer, undertakes to fulfil the ensuing appointment and to withdraw from it only if the Organization has consented to a suitable alternative.	

Options	
15. With regard to options: (a) The Organization, if it is unable to commit itself immediately to a firm offer, may propose an option to the interpreter and maintain that option until the interpreter calls upon that Organization to confirm it as a firm offer;	
(b) The interpreter, by accepting such an option, undertakes to accord priority to the Organization for the period concerned until either the offer is confirmed as a firm offer or is cancelled;	
(c) Should the meeting no longer need to be serviced, the Organization shall inform the interpreter as soon as possible and release that interpreter from the option;	
(d) When giving options, Organizations should endeavour not to overestimate their expected requirements. Similarly, interpreters should refrain from accepting more than one option for the same period.	New text proposed by AIIC.

Competing offers	
16. With regard to competing offers:	
(a) The interpreter, if offered work elsewhere for part or all of the period covered	

<p>by an Organization's option, shall request the Organization to confirm its own option as a firm offer before accepting any other option or offer;</p>	
<p>(b) When an interpreter requests confirmation of an option as a firm offer, the Organization shall, within 24 hours of the first working day of receipt of the interpreter's request, provide a response and shall endeavour either to confirm the option as a firm offer or to cancel it and thereby release that interpreter;</p>	
<p>(c) In the absence of a response from the Organization by the deadline referred to above, that option shall automatically be deemed to have lapsed.</p>	

<p>Payment of indemnity</p>	
<p>17. Only a firm offer accepted by the interpreter shall give rise to the payment of indemnities as provided for in paragraph 25 (Cancellation and termination of appointments).</p>	

<p>Letters of appointment</p>	
<p>18. When accepting work for an Organization, interpreters shall be granted a letter of temporary appointment in accordance with the staff regulations and rules and/or administrative policies of the employing Organization. Those letters shall indicate: (a) the place of work; (b) the dates of appointment and, when appropriate, the number of days to be paid, and travel days to be paid (this would not apply to When Actually Employed or retainer appointments); (c) the applicable remuneration rate, whether daily or monthly; (d) a reference, where applicable, to a Caisse and/or accident and sickness insurance when the regulatory framework of the hiring Organization provides for this option, and the corresponding percentage to be deducted; and (e) whether the interpreter's appointment involves travel and whether a daily subsistence allowance (DSA) is payable and, if so, in what form. The terms of the letter of appointment shall be subject to the provisions of this</p>	<p><u>Second to last sentence:</u></p> <p>The sentence "in case of inconsistencies..." was unilaterally added by the CEB after the end of third round. The ND opposed the addition of that sentence because:</p> <ul style="list-style-type: none"> a) It does not make any sense, as the previous sentence refers to any terms that "are not covered by the regulations, rules and applicable policies of the employing organization governing temporary staff." If they are not covered, there can hardly be any inconsistencies. b) It would negate the purpose of this provision c) Any "inconsistencies" should be dealt with through the "settlement of dispute" mechanism.

<p>Agreement to the extent that they are not covered by the regulations, rules and applicable policies of the employing Organization governing temporary staff. In case of inconsistencies the latter shall prevail.</p>	
<p>Medical clearance</p> <p>19. Medical clearances shall be governed by the staff regulations and rules and/or administrative policies of the employing Organization.</p> <p>20. For the purposes of this Agreement and pursuant to the latest United Nations Secretariat administrative instruction on medical clearances and examination, every effort should be made to keep medical clearance requirements to the minimum necessary in these cases. To that effect, the Organization may use the template in Annex (...) to the Agreement as the standard medical certificate for any assignment lasting less than six months.</p> <p>21. Interpreters in possession of a valid medical clearance should present it to the Organization upon recruitment.</p>	<p>Paragraph 21. This text was added post meeting by CEB</p> <p>AIIC proposed an amendment as follows:</p> <p>21. <i>Interpreters in possession of a valid medical clearance should present it to the Organization upon REQUEST</i></p>
<p>Payments</p> <p>22. Payments should be processed expeditiously and pay slips itemized. At the request of the interpreter, the employing Organization should provide a personal statement of earnings, for the past year, for tax reporting purposes, in accordance with the administrative policies of the employing Organization.</p>	<p>AIIC's proposal</p>

<p>Privileges, immunities and responsibilities</p>	
<p>23. When working for Organizations of the United Nations common system, interpreters:</p>	
<p>(a) By virtue of their appointment, shall have the status of officials,^{4,5,6} pursuant to the Convention on the Privileges and Immunities of the United Nations, the Convention on the Privileges and Immunities of the Specialized</p>	

<p>Agencies and relevant agreements with host countries, as applicable to each Organization, and therefore enjoy the privileges and immunities, and have the responsibilities, pertaining to that status;</p> <p>FOOTNOTE 4</p> <p><i>4 In connection with the reference to the Convention on Privileges and Immunities of the United Nations, the term "officials" instead of "temporary staff members" is used here for the purpose of simplicity. It is understood that the term "officials" includes "temporary or short-term staff members".</i></p> <p>FOOTNOTE 5</p> <p><i>⁵ IFAD reserves its position with regard to the status granted to its interpreters under the Convention on Privileges and Immunities of Specialized Agencies and possible reimbursement of tax if it were to be levied. IFAD shall not be responsible for national income tax levied.</i></p> <p>FOOTNOTE 6</p> <p><i>⁶ WFP reserves its position on the tax immunity of its interpreters, who shall remain responsible for meeting all tax obligations under national law.</i></p>	<p>AIIC asked for a legal explanation in writing on why the WFP, which is 100% a UN institution (unlike IFAD) is not able to recognize "official" status to short-term interpreters.</p>
<p>(b) Shall be bound by the strictest confidentiality and secrecy, which must be observed towards all persons with regard to information gathered in the course of professional practice.</p>	

<p>Professional domicile</p>	
<p>11. The following provisions are established with respect to professional domicile:</p>	
<p>(a) For the purpose of this Agreement, the professional domicile of interpreters is the domicile for which those interpreters declare themselves local;</p>	
<p>(b) The professional domicile of interpreters who are members of AIIC shall be published in the AIIC Yearbook. The Organizations shall request interpreters who are not members of AIIC to declare their</p>	

<p>professional domicile, which shall be applicable to every Organization that is party to this Agreement. Any such interpreters may have only one professional domicile at any one time and may change it only for consecutive periods of no fewer than six months. Employment conditions shall be governed by the professional domicile of the interpreters at the time at which employment is offered, irrespective of the interpreters' home address or actual place of residence;</p>	
<p>(c) AIIC professional delegations shall liaise with the Organizations to ensure that the AIIC list of all interpreters' declared professional domiciles is kept up to date. Organizations shall provide information upon request and with the concurrence of the interpreters concerned, but cannot assume responsibility for any inaccuracies. Any breaches of the rules governing professional domicile shall be corrected through the appropriate AIIC disciplinary procedures, as applicable.</p>	<p>The proposed text below has not been included. Organizations had agreed to include it somewhere. The ND insisted on this and believes this is where it should go:</p> <p>“(d) Organizations shall endeavour to take into account the availability of local qualified interpreters”</p>

<p>Cancellation and termination of appointments</p>	
<p>12. When an Organization terminates or cancels the appointment of a short-term conference interpreter, the following provisions shall apply:</p>	
<p>(a) For reasons such as ill health,⁷ abandonment of appointment or assigned function, misconduct, unsatisfactory service or the discovery of facts anterior to the appointment of interpreters that, had they been known at that time would, under the principles established in the Charter and the staff regulations and rules and/or administrative policies of the employing Organization, have precluded their appointment, interpreters shall be paid such indemnities as are provided for in the staff regulations and rules and/or administrative policies of the employing Organization applicable to short-term or temporary staff;⁸</p> <p>FOOTNOTE 7</p>	

<p>⁷ <i>In such cases the Organizations shall endeavour to find a way to ensure that the insurance coverage does not cease.</i></p> <p>FOOTNOTE 8</p> <p>⁸ <i>IFAD applies the administrative policies applicable to non-staff.</i></p>	
<p>(b) For any reason other than that given in paragraph 25 (a) above, and without prejudice to paragraphs 25 (e) and (g) below, if the cancellation of a monthly appointment is communicated more than 15 days before the beginning of the appointment, or more than 30 days for a daily appointment, interpreters shall be paid an indemnity equal to 50 per cent of the remuneration for the period set out in the letter of appointment or other document that would be issued by the appropriate authority within the Organization concerned at the time that the appointment of the interpreters is confirmed;</p>	
<p>(c) For any reason other than that given in paragraph 25 (a) above, and without prejudice to paragraphs 25 (e) and (g) below, if the cancellation of a monthly appointment is communicated 15 days or less before the beginning of the appointment, or fewer than 30 days for a daily appointment, interpreters shall be paid an indemnity equal to 100 per cent of the remuneration for the period set out in the letter of appointment or other document that would be issued by the appropriate authority within the Organization concerned at the time that the appointment of the interpreters is confirmed;</p>	
<p>(d) For any reason other than that given in paragraph 25 (a) above, and without prejudice to paragraph 25 (e) below, if the cancellation is communicated after the beginning of the appointment, interpreters shall be paid an indemnity equal to 100 per cent of the remuneration derived from that appointment in respect of the unexpired period;</p>	
<p>(e) As a consequence of the cancellation of meetings owing to circumstances of force majeure that prevent either party, for reasons beyond their control and independent of their</p>	

<p>will, from fulfilling their obligations,⁹ the Organization shall pay interpreters an indemnity equal to 50 per cent of the remuneration for the period set out in the letter of appointment, if said cancellation is effected 30 days or fewer prior to the scheduled starting date of the appointment;</p> <p>FOOTNOTE 9 <i>In case of doubt as to the applicability of this article, parties shall confer and come to an agreement.</i></p>	
<p>(f) The Organization shall reimburse interpreters for costs, authorized by the Organization within its travel policy limits, that interpreters may have incurred in direct connection with that appointment;</p>	
<p>(g) As a general principle in respect of cancellation indemnities, interpreters shall make every effort to find equivalent employment for the period in respect of which such indemnities are payable, and if employment is obtained with an Organization or third party the indemnity payable shall be reduced by one day for each day thereof. Inability to find such equivalent employment shall be communicated in writing by the interpreters to the Organization.</p>	

<p>III. Remuneration policy</p>	
<p>26. The remuneration of short-term conference interpreters employed by Organizations party to the Agreement is specified in Annex A.</p>	
<p>DELETED</p>	

<p>27. Subject to the provisions of this Agreement, specifically paragraph 46 (Workload), one daily rate shall be payable to interpreters for each day of appointment, a day being defined as a 24-hour period from midnight to midnight or part thereof.</p>	
<p>28. By reference to the seven-day weekly calendar, the sixth and seventh days shall also be paid to interpreters when they are under appointment outside their professional domicile, and the interpreters can be requested to be available to work on those days.</p>	
<p>29. Similarly, such sixth and/or seventh days shall be paid to interpreters under appointment at their professional domicile if the employing Organization has requested them, either at the time of the firm offer or thereafter, to be available to work on those days. Such days shall be paid irrespective of whether any such interpreters are actually assigned to work on those days.</p>	
<p>30. The remuneration rates set out in Annex A do not include staff assessment.¹⁰</p> <p>FOOTNOTE 10 There is no text under this footnote</p>	<p>AIRC proposed to amend as follows:</p> <p>“The remuneration rates set out in Annex A ARE NET OF staff assessment”</p>

<p>Daily remuneration rate</p>	
<p>31. Interpreters employed by an Organization for 30 or 60 days, as applicable under the policy of the Organization, or fewer from the first day of their appointment, shall be employed on the basis of a daily appointment and the daily rate conditions.</p>	

<p>Monthly remuneration rate</p>	
<p>DELETED</p>	
<p>32. Interpreters may be paid monthly rates of remuneration in accordance with the policies of the employing Organization governing temporary appointments.</p>	

<p>33. When a period of employment at daily rates is extended in such a way that the extension, together with the original duration of the appointment, exceeds a continuous period of 30 or 60 days, the provisions governing monthly appointments shall apply from the 31st or 61st day, as applicable under the policy of the Organization.</p>	
<p>34. The Organization may indicate the periods falling within the employment period when the accrued leave must be taken, provided that the interpreters are given at least 15 days' notice.</p>	
<p>35. At the end of an appointment, the unused leave days shall be paid in accordance with the staff regulations and rules and the applicable administrative policies of the employing Organization.</p>	

<p>Remuneration during travel</p>	
<p>36. The travel dates shall be specified in the letter of appointment whenever possible. Accordingly, except where it is agreed in advance that any necessary travel can reasonably be accomplished during the period of appointment, interpreters recruited from outside the duty station shall be paid one half of the relevant rate in Annex A in respect of the calendar day preceding the beginning of their appointment and one half of the relevant rate in Annex A in respect of the calendar day following the end of their appointment. Should the travel time, including authorized stopovers and rest periods pursuant to the travel rules of the employing Organization, be 24 hours or more, interpreters shall receive the entire amount of the relevant rate in Annex A.¹¹</p> <p>FOOTNOTE 11</p> <p>11 If not in contradiction with the applicable policies of the Organization: For each day on official mission for an Organization away from the professional domicile (a day being defined as a 24-hour period from midnight to midnight or any part thereof), interpreters shall receive a full day's remuneration, except:</p>	<p>This section remained in brackets at the end of the third round. The CEB has introduced it in the draft as an agreed text, which is not. AIIC's original proposals on remuneration during travel were not properly discussed, and the compromise proposal below was bumped to a footnote:</p> <p>If not in contradiction with the applicable policies of the Organization: For each day on official mission for an Organization away from the professional domicile (a day being defined as a 24-hour period from midnight to midnight or any part thereof), interpreters shall receive a full day's remuneration, except:</p> <p>(a) Where it is agreed in advance that any necessary travel can reasonably be accomplished during the period of assignment, no additional days shall be paid for travel and no fee shall be paid for travel;</p> <p>(b) In cases of short hops, if any necessary travel can be accomplished in under three hours in the afternoon that precedes the first day of assignment or in the morning that</p>

<p>(a) Where it is agreed in advance that any necessary travel can reasonably be accomplished during the period of assignment, no additional days shall be paid for travel and no fee shall be paid for travel;</p> <p>(b) In cases of short hops, if any necessary travel can be accomplished in under three hours in the afternoon that precedes the first day of assignment or in the morning that follows the last day of assignment, interpreters shall be paid one half of the relevant fee;</p> <p>(c) In cases of two travel days as defined above, interpreters shall be paid one and a half of the relevant fee.</p>	<p>follows the last day of assignment, interpreters shall be paid one half of the relevant fee;</p> <p>(c) In cases of two travel days as defined above, interpreters shall be paid one and a half of the relevant fee.</p>
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<p>IV. Travel conditions</p> <p>General</p>	
<p>37. The travel rules applicable to the staff members of the employing Organization while on official travel shall be applicable to the travel of interpreters. In cases of non-local recruitment, travel shall be provided for the interpreters to proceed from their professional domicile (or from another place within the same cost) to their place of work and return. This provision shall not preclude any arrangement whereby costs may be shared between the employing Organization and a previous or subsequent employer in instances when the periods of employment are consecutive.</p>	
<p>38. No travel shall take place without a travel authorization, including prior medical and security clearances where applicable. The employing Organization shall not be held liable if interpreters do not provide appropriate medical certification prior to their engagement. Failure to do so shall result in the withdrawal of the offer or termination of appointment without compensation. The employing Organization shall inform interpreters of these requirements at the time of the proposal of work.</p>	
<p>39. When an Organization offers interpreters a temporary appointment, it shall inform them of the travel arrangements that it</p>	<p>In most instances where the term "contract" was used, the term was changed to "appointment".</p>

<p>intends to make. This information may be provided in the offer of appointment or in another official written communication, such as an e-mail. If the interpreters accept the offer of appointment, they shall also accept the travel arrangements made, unless their professional obligations prior to or subsequent to their appointment are such as to render participation in such arrangements impractical, in the opinion of the Organization. The recruiting Organization should make every effort to ensure the early issuance of the required authorization to enable choice of routing by early booking of flights.</p>	
<p>MOVED DOWN TO DSA section</p>	

Article 26 of current Agreement on Stopovers and rest periods has been deleted. Falls under staff rules.

<p>Daily subsistence allowance</p>	
<p>40. Applicable daily subsistence allowance shall be payable to interpreters during the appointment while on official business travel away from their professional domicile in accordance with the rules applicable to the staff members of the employing Organization.</p>	<p><u>FOR THE RECORD</u></p> <p>AIIC has made 2 DSA proposals:</p> <ul style="list-style-type: none"> - DSA distance trigger for locals, and - DSA in security perimeters for locals <p>These issues are covered by staff rules, and interpreters should be made aware of them.</p>

<p>V. Social security</p> <p>Social security</p>	
<p>41. Upon the entry into force of this Agreement, the social security element included in previous agreements between the parties is considered to have been incorporated into the calculated base rate. At the written request of interpreters and subject to the Organization's policy, a percentage of their emoluments may be withheld by the employing Organization¹² and paid in the name of the interpreters into an applicable scheme such as the Caisse de Pensions des Interprètes et Traducteurs de Conférence or the Caisse de Prévoyance des Interprètes de Conférence.</p>	
<p>FOOTNOTE 12</p>	<p>FOOTNOTE 12</p>

<p>¹² <i>WFP and IFAD reservation: interpreters employed by WFP and IFAD shall remain responsible for making social security scheme contributions; WFP and IFAD will not withhold amounts from remuneration for that purpose.</i></p>	<p>If this footnote is maintained, the verb “may” in the article no longer makes sense. If “may” stays, this footnote is not warranted, as “may” would impose no obligation on the organizations.</p>
<p>42. Each Organization should provide service-incurred death and casualty coverage to interpreters for the duration of their appointment, especially when sent on dangerous missions, to the extent that it is provided by the Organization to temporary staff members, and shall inform the interpreters about the application of a malicious acts insurance policy and the conditions of its applicability.</p>	<p>AIIIC’s proposal</p>

<p>Loss of earnings, sickness and accident insurance, and sick leave</p>	
<p>43. To the extent possible, and subject to the rules of the employing Organization, interpreters may be allowed to participate in a loss of earnings and insurance scheme for illness or injuries occurring during their respective appointments.</p>	
<p>44. With respect to sick leave, Organizations may grant reasonable leave as provided for other temporary staff under the applicable staff rules, and within the terms and duration of the appointment letter in force without any related obligation for the Organization (such as in respect of hospitalization or insurance).</p>	

<p>VI. Working conditions Team strength</p>	
<p>45. Team strength is defined as follows:</p>	
<p>(a) At no time shall fewer than two interpreters be assigned¹³ per booth.</p> <p>FOOTNOTE 13 ¹³ <i>In the context of team strength, an interpreter assignment is the posting of an interpreter to a meeting.</i></p>	<p>Footnote 13 is redundant because assignment has been clarified in the definitions section</p>

<p>(b) No interpreter shall be assigned as the only member of a team capable of providing relay from a given working language;</p>	
<p>(c) In the case of two-language meetings¹ serviced from one booth, at least three interpreters capable of working into both languages shall be assigned;</p> <p>FOOTNOTE 9 <i>UNESCO reservation: for meetings lasting more than 2 hours.</i></p>	
<p>(d) In the case of the Arabic and Chinese booths, specifically referred to in paragraph 47 below, at least three interpreters shall be assigned to the booth, of whom at least two must be capable of working into two of the languages used;</p>	
<p>(e) More interpreters should be assigned when:</p>	
<p>(i) The language combinations are such that fewer interpreters would not be sufficient to cover them;</p>	
<p>(ii) Numerous written presentations are to be given;</p>	
<p>(iii) The technical or scientific nature of the conference calls for extensive in-session preparation.</p>	
<p>(f) Teams including one or more Group II¹⁵ interpreters should comprise sufficient experienced pivots in the same or other booths. Group II interpreters should thus not be required to provide relay, whenever possible.</p> <p>FOOTNOTE 15 <i>Interpreters classified in Group II are defined by AIIC as "beginners" (see Annex B).</i></p>	

Workload	
46. Regarding workload:	

<p>(a) It shall be the responsibility of the employing Organization to ensure a normal workload for interpreters. In this context, a normal workload is one that complies with the conditions stipulated in the relevant resolutions of the United Nations, pursuant to the 1974 report of the Joint Advisory Committee, which established these workloads;</p>	
<p>(b) Accordingly, no interpreter shall be called upon to work more than two assignments per day. There shall be a break for a period of no shorter than one and a half hours between such assignments;</p>	
<p>(c) No interpreter shall be assigned for more than three hours from the time when that interpreter is required to be on duty. An interpreter who has been summoned to duty and has arrived at the place of assignment at the scheduled time of assignment shall be deemed to have been assigned, even if the meeting to which that interpreter has been summoned has concluded or has been cancelled in the meantime;</p>	<p>Changed from “two and a half to three hours” to “three hours”</p> <p>AIIC never agreed to this change, and we left the third round the parties had agreed to leave “two and a half to three”. Might be an oversight by the CEB.</p>
<p>(d) Similarly, no interpreter shall be called upon to work more than nine assignments per week, a week being a period of seven consecutive days. For periods of employment of fewer than five days, a normal workload is five assignments in a three-day appointment, or a maximum of seven assignments in a four-day appointment. For ease of reference, an example table indicating the respective number of assignments is attached as Annex C;</p>	<p>A ninth session can only be added for six/seven day contracts.</p>
<p>(e) Interpreters should, whenever possible, be given reasonable notice of meetings outside normal working hours;</p>	
<p>(f) Except on the last day of appointment, for the purposes of workload calculation, and without prejudice to the maximum weekly workload established in this paragraph, a late-hour meeting straddling more than one day shall count as one assignment only and towards day one;</p>	
<p>(g) Interpreters assigned after 8 p.m. should have a break of at least 12 hours;</p>	

<p>(h) If an Organization is unable to implement the above provisions regarding weekly workload and if adequate time off cannot be given within the short-term conference interpreters' period of employment in accordance with paragraph 46 (d) above, it shall grant that interpreter compensation in accordance with the terms set forth in Annex D.</p>	
<p>47. Except for two-language meetings serviced from one booth, there shall be one booth, working in one direction only, for the official languages of the Organization concerned. However, owing to a shortage of multilingual interpreters with Arabic and Chinese, it may be necessary in the case of these two languages to use a two-way booth working both into the language concerned and from it into one of the other languages of the meeting, the remaining booths working from the interpretation in relay. The Organizations and AIIC agree that this method is unsatisfactory and that it should be used only in the case of the two official languages stipulated above, as well as of any non-official language of the Organization concerned for which no multilingual interpreters are available to work from that language.</p>	

<p>Disclaimer for broadcasting</p>	
<p>48. For the purpose of this Agreement, the term "broadcasting" refers to transmission by television, radio and webcasting¹⁶ for online use or for downloading, as appropriate under arrangements for access, in accordance with the policy of the employing Organization.</p> <p>FOOTNOTE 16 <i>"Webcasting" also refers to "web-streaming", "video-streaming" and "placing of video-records on an organization's website".</i></p>	

<p>49. The Organizations shall consult the provisions governing broadcasting of interpretation (Annex E). In the event of webcasting of interpreted sessions, the following disclaimer shall be prominently displayed on their respective websites:</p> <p style="padding-left: 40px;">The interpretation of proceedings serves to facilitate communication and does not constitute an authentic or verbatim record of the proceedings. Only the original speech is authentic.</p>	
<p>50. An audio/video file of interpretation shall be the property of the employing Organization. When such files are broadcast or otherwise made publicly available, any responsibility or liability shall be vested in the Organization.</p>	

<p>Technical installations</p>	
<p>51. Organizations shall endeavour to provide facilities for meetings at headquarters or elsewhere, compliant with the international standards applicable to simultaneous interpretation facilities, such as:</p> <ul style="list-style-type: none"> • Latest applicable ISO for built-in booths • Latest applicable ISO for portable booths • Latest applicable ISO for equipment • Latest applicable ISO on quality and transmission of sound and image input¹⁷ <p>FOOTNOTE 17</p> <p>¹⁷ <i>Currently: ISO 20109, ISO 2603, ISO 20108 and ISO 4043, all dated 2016</i></p>	<p>This might need updating based on latest ISO decisions</p>
<p>52. In planning for the construction or modification of booths and/or equipment for simultaneous interpretation, Organizations shall make every effort to comply with the latest version of the relevant standards, keeping in mind the need for uniformity of equipment and facilities within the Organizations.</p>	
<p>Security</p>	

<p>53. The employing Organization shall give interpreters, preferably in advance, any security advice that is relevant for the environment in which they will be recruited to work in accordance with applicable policies and practices of the employing Organization. Interpreters shall follow the above advice and comply with the security clearance procedures of the Department of Safety and Security for all official travel, as well as undertake the required security training courses. Interpreters should ensure their security training certificates are up to date (Basic/Advanced Security in the Field) as relevant.</p>	
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Section VII (Discipline) of current Agreement amended and moved up. See Article 12 on “Disciplinary measures”.

VIII. Settlement of disputes	
<p>54. Every effort shall be made to resolve disagreements between Organizations and short-term conference interpreters in an informal and expeditious manner with a view to settling them without recourse to the procedures outlined in paragraph 55 below.</p>	
<p>55. Disputes between interpreters and an Organization arising out of the application of an individual letter of appointment shall be settled in accordance with the rules and applicable policies of the employing Organization.</p>	
<p>56. Disputes between AIIC and an Organization or Organizations arising out of the interpretation or application of this Agreement shall, at a first stage, be the subject of direct conversations between AIIC and the Organization or Organizations concerned, with a view to settling the dispute. If no settlement can be reached, the two parties shall refer the matter as rapidly as possible to a jointly agreed third party for an opinion. On the basis of that opinion, the parties shall endeavor to find, within a reasonable time frame, a mutually acceptable solution.</p>	

IX. Other provisions Training	
57. Organizations should facilitate the participation of short-term conference interpreters in training programmes provided to regular interpretation staff, provided that such participation shall carry no cost or administrative burden for the Organizations.	

Professional delegations	
58. AIIC shall designate professional delegations to ensure liaison with the Organizations on questions of mutual interest, including matters arising out of sections VII and VIII above, and the Organizations shall facilitate such activity.	II. This reference could be amended as follows: “articles on Settlement of disputes (section VIII) and Discipline (Section II)”

Official circulars and employment data	
59. The CEB secretariat shall make available to AIIC all official United Nations circulars concerning post adjustment classifications and relevant exchange rates, daily subsistence allowance rates and changes in base salaries of Professional category staff as and when they are published. It shall also collect and inform AIIC annually of the statistics regarding employment of interpreters by the Organizations. It is the responsibility of each employing Organization during the course of recruitment to ensure that applicable staff rules, regulations and other administrative issuances and any relevant changes thereto are made known to interpreters as required. The CEB secretariat shall facilitate the exchange of such information with AIIC where necessary.	

<p>Awareness-raising and dialogue among the parties</p> <p>60. The Organizations and AIIC shall make every effort to raise awareness of this Agreement among interpreters and current and potential users of interpretation services.</p> <p>61. An informal meeting between participating Organizations and AIIC can be organized when deemed necessary, through remote participation, to provide updated information on the implementation of the Agreement, conditions affecting it and on other matters of mutual interest.</p>	
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<p><i>Annex A</i></p> <p>Remuneration Policy and Schedule of Rates</p> <p>I. Definition of rates</p> <p>Headquarters rate</p>	
<p>1. Interpreters having their professional domicile in a country for which a headquarters rate has been set (i.e. Austria, Canada, France, Germany, Italy, Jamaica, Spain, Switzerland, the United Kingdom of Great Britain and Northern Ireland and the United States of America), when working in that country shall be paid the corresponding "headquarters rate".</p>	<p>AIIC never agreed to the addition of these two countries. The ND left the third round under the impression they would be withdrawn.</p>

<p>World rate</p> <p>2. Irrespective of the professional domicile of interpreters, all work which is not covered by paragraph 1 above shall be paid at the world rate.</p>	
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<p>II. Methodology for the calculation of daily rates</p> <p>Headquarters rates</p>	
<p>3. At the beginning of each calendar year, a common daily base rate (hereinafter referred to as the "base rate") shall be derived from the United Nations salary scale for Professional category staff promulgated by the International</p>	

<p>Civil Service Commission (ICSC). This scale provides a common annualized base salary pay scheme for Professional category staff of the United Nations common system worldwide.</p>	
<p>4. The base rate is the net base salary at the P-4, step VI, level compressed into 221 working days.¹ The base rate is common for all duty stations, as the United Nations salary scale is common to all staff worldwide.</p> <p>FOOTNOTE 1</p> <p><i>The 221 working days-based "daily base rate" represents a compression of the United Nations annual salary scale (which is based upon 365 days) through exclusion of the standard 30 days off annual leave days, 10 days of United Nations official holidays and weekends (comprising 104 days), in order to establish a daily rate to be paid.</i></p>	<p>Editorial: review punctuation.</p>
<p>DELETED</p>	
<p>5. At the beginning of each year, the post adjustment multiplier to be applied to the common base rate in order to derive each duty station's daily rate shall be the average of the previous year for each duty station.</p>	
<p>6. The post adjustment applicable at each duty station shall be added to the base rate (see para. 4 above). The combination of base rate plus applicable post adjustment, shall determine the total daily rate (hereinafter referred to as the "daily rate") payable to interpreters entitled to receive the headquarters rate.</p>	<p>Reference to social security element deleted to avoid auditing issues (dixit organizations). Social security element added to base rate at 6% (not 9%)</p>
<p>7. As the rates are derived from the United Nations net base salary scale applicable to staff in the Professional and higher categories, which is denominated in United States dollars, the schedule of rates shall be determined in United States dollars for each established headquarters duty station and then converted using the average of the previous 12 months' United Nations operational rates of exchange.</p>	

World rate	
8. In the case of the world rate, at the beginning of each year, the annual composite of the post adjustment multipliers of 10 main headquarters duty stations and the post adjustment multipliers of four regional commissions (Chile, Ethiopia, Lebanon and Thailand) as well as that of the United Nations Office at Nairobi (Kenya) are to be added to the base rate referred to in paragraphs 3 and 4 above. The combination of the base rate and the composite of these 15 post adjustment multipliers determines the daily rate for all locations outside the headquarters duty stations.	See comment on HQ duty stations above
9. The world rate shall be determined only in United States dollars.	

III. Transitional measure	
10. As a transitional measure, the base rate stipulated in paragraph 4 above shall be maintained in the amount of \$8xxxxx, which is the equivalent of the net base salary at the P-4, step VI, level as per the salary scale for the Professional and higher categories effective upon the entry into force of this Agreement plus the transitional element of 12 per cent, ² until such time when the net base salary at P-4, step VI, level reaches that amount through the annual revisions to the net base salary scale. Upon the entry into force of this Agreement, the social security element included in previous agreements between the parties is considered to have been incorporated into the calculated base rate as detailed below.	Result of changes in UN salary scale
FOOTNOTE 2 ² The 12 per cent transitional element represents the incorporation of the former dependency and social security elements into the base rate as at 1 January 2018.	
Non-regression DELETED	The paragraph on non-regression would be replaced by the text below: <i>Rates effective as of 1 July 2017 will be maintained as the floor. Once a rate, as a result of a biannual</i>

² The 12 per cent transitional element represents the incorporation of the former dependency and social security elements into the base rate as at 1 January 2018.

revision, is calculated to be above the applicable floor, the higher rate will be applied. As long as a recalculated rate would remain above the floor, it will be adjusted up or down, according to the result of the biannual revision.

For example:

1. If a rate calculated on 1 July 2018 for the rest of 2018 is higher than the July 2017 rates, that new rate will be paid.
2. If come January 2019 the calculation of a rate results in a rate lower than the July 2018 rate but higher than the July 2017 rate, the rate calculated in January 2019 will be paid (even if it is lower than the July 2018 rate).
3. If come July 2019 the calculation of a rate results in a rate LOWER than the July 2017 rate, the July 2017 rate will be paid.

RATES EFFECTIVE AS OF JULY 2017

	Group I	Group II
Austria	EUR 502.00	EUR 335.00
Canada	CAD 720.00	CAD 480.00
France	EUR 517.00	EUR 345.00
Italy	EUR 502.00	EUR 335.00
Spain	EUR 476.00	EUR 317.00
Switzerland	CHF 738.00	CHF 492.00
United Kingdom	GBP 468.00	GBP 312.00
United States	USD 653.00	USD 435.00
World	USD 630.00	USD 420.00

Establishment of duty station rates	
<p>11. Pursuant to the adoption of this Agreement, the headquarters schedule of rates is expanded with two additional headquarters duty stations, Kingston and Hamburg, with the corresponding rates established for Jamaica and Germany.</p>	
<p>12. The establishment of any further duty stations defined by ICSC as headquarters locations shall respond to operational requirements of a permanent and significant nature and would be carried out once a joint agreement between the Organizations and AIIC</p>	<p>Article 12 is the reason why AIIC opposed addition of Kingston and Hamburg. No proven “operational requirements of a permanent and significant nature”, and there was no “joint agreement</p>

<p>has been reached, following the parameters set forth in this Agreement.</p>	<p>between the Organizations and AIIC". We were presented with a fait accompli which we did not accept. We wanted to discuss it but were never given a chance.</p>
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<p>VI. Currency of payments</p>	
<p>Headquarters rates</p>	
<p>13. In letters of appointment, headquarters rates may, at the discretion of the Organization concerned, be expressed either in local currency or in United States dollars converted at the monthly United Nations operational rates of exchange, which yield that amount of local currency. The rate used for payment purposes shall be the applicable monthly United Nations operational rate of exchange in force at the time.</p>	
<p>14. Payments shall normally be made in local currency unless otherwise mutually agreed between the Organization and the interpreter.</p>	

<p>World rate</p>	
<p>15. The world rate is paid in United States dollars. However, by prior agreement with the Organization concerned, payment may be made in the currency of the country of the interpreter's domicile or, by agreement with the Organization, in a third currency, provided that this does not represent an additional cost to the Organization and is operationally possible. In such instances, the rate of exchange to be applied shall be the monthly United Nations operational rate of exchange in force on the date that payment is made.</p>	

V. Daily rates³ payable upon entry into force of this Agreement

FOOTNOTE 3

¹ For the United Nations, interpreters engaged to work for any continuous period of 31 days or more shall be employed from the first day on the basis of a monthly appointment in accordance with the administrative policies and Staff Regulations and Rules of the United Nations, similar to all other staff engaged on monthly appointments, and irrespective of the actual number of calendar days in the month concerned or whether the first working day falls on the first calendar day of the month. Likewise, when a period of employment at daily rates is extended in such a way that the extension, together with the original duration of the appointment letter, exceeds 31 days, the provisions governing monthly appointments shall apply from the thirty-first day.

Footnote 3
If text is modified in the body as agreed, this footnote becomes unnecessary

16. The schedule of daily rates effective upon the entry into force of this Agreement would be:

Headquarters and world rates

	<i>United States dollars</i>	<i>Local currency</i>
Geneva		
London		
Madrid		
Montreal		
New York		
Paris		
Rome		
Vienna		
World		

17. Upon the entry into force of this Agreement, the social security element included in previous agreements between the parties is considered to have been incorporated into the calculated base rate and interpreters are responsible for ensuring their own provisions.

AIIC proposes to delete this paragraph as redundant

DELETED

<p>VIII. Adjustment of rates</p> <p>Administration of the revision and adjustment of rates</p>	
<p>18. The CEB secretariat shall be responsible for the calculation of adjustments in the schedule of rates in accordance with the methodology prescribed under the Agreement, as well as for their prompt notification to the Organizations and to AIIC. The Organizations and AIIC shall be kept regularly informed of the post adjustment multipliers and relevant movements in the United Nations operational rates of exchange in the areas listed.</p>	

<p>Mid-year revision in respect of movements of the post adjustment index at each duty station</p>	
<p>19. On 1 July each year, the average post adjustment multipliers for the previous 12 months for each established headquarters duty station shall be calculated and applied to the scale-derived common and fixed daily base rate established for each year, as described in paragraphs 3 to 6 above.</p>	
<p>DELETED</p>	

<p>Adjustment procedure for the World rate</p>	
<p>20. A similar recalculation shall be undertaken on 1 July each year in respect of the world rate (using the methodology established to derive the average composite post adjustment multiplier applicable to the world rate), as described in paragraph 9 above.</p>	

<p>Degree of ultimate rounding</p>	
<p>DELETED and partly merged with 21</p>	
<p>21. The rounding of the rates is only done at the end (on the aggregated values) to the nearest whole number (no intermediate rounding of any sort). Rounding to the nearest</p>	<p>Merge of two paragraphs of current Agreement.</p>

<p>whole unit of currency is to be applied once only, at the end of the calculation.</p>	
<p>22. The conversion of the non-rounded United States dollar-denominated daily rates into local currencies is done by application of the United Nations operational rates of exchange to the non-rounded aggregated dollar rates (mid-month values of the 12-month rolling average operational rates of exchange). The rates-converted local currency values are then rounded to the nearest whole number (again at the end of the conversion value instance).</p>	

<p>IX. Beginners</p>	
<p>23. Beginners or Group II interpreters, as defined in Annex B, shall be paid 66.67 per cent, or two thirds, of the daily rate otherwise applicable to the location concerned.</p>	

<p>X. Restricted teams</p>	
<p>24. Members of restricted teams shall be paid 160 per cent of the daily rate otherwise applicable. In a two-way booth at a bilingual meeting of more than an hour and a half⁴ serviced by two interpreters instead of three, the restricted team rate shall apply. In a bilingual booth, interpreters working for less than an hour and a half⁵ shall be paid the standard rate.</p> <p>FOOTNOTE 4</p> <p><i>UNESCO reservation: for meetings of more than 2 hours.</i></p> <p>FOOTNOTE 5</p> <p><i>UNESCO reservation: for meetings of less than 2 hours.</i></p>	

<p><i>Annex B</i></p> <h2>Classification of interpreters (Group I and Group II)¹</h2> <p>FOOTNOTE 1 <i>Interpreters classified in Group II are defined by AIIC as "beginners".</i></p>	<p>The footnote would no longer be required, as it is covered under the Definitions section, as follows:</p> <p><i>Group II interpreters (or beginners) are those who have not qualified for reclassification to Group I.</i></p>
<p>Definition</p>	
<p>1. It is agreed that the following interpreters shall be classified as Group I:</p>	
<p>(a) Former staff members, provided that they had qualified for fully fledged status in the Organizations (i.e., P-3 and above);</p>	
<p>(b) Interpreters with substantial experience, but who have not worked, or rarely worked, in the United Nations system;</p>	
<p>(c) Interpreters who have been formally reclassified to Group I;</p>	
<p>(d) Interpreters who have consistently worked for United Nations Common System Organizations with Group I status although never formally reclassified;</p>	
<p>(e) Interpreters living and working in areas where the application of this Annex is impractical (see para. 5 below).</p> <p>-----</p> <p>(f) "short-term conference interpreters" also refers to "temporary" and "freelance" interpreters, terms used by some Organizations in accordance with their staff regulations and/or administrative policies of the employing Organization;</p> <p>(g) "Appointment" refers to the appointment letters or contracts issued for interpreters;</p> <p>(h) "Appointment letter/letter of appointment" means a letter or</p>	<p>Moved to definitions sections</p>

<p>contract issued by the employing Organization to the short-term conference interpreter;</p> <p>(i) "Assignment" is work performed in the booth, normally from two and a half to three hours.</p>	
<p>2. Once interpreters have been granted Group I status by the Organizations, it shall be retained even if they are subsequently called upon to use a different language combination.</p>	
<p>3. If an Organization has legitimate doubts as to the professional experience of interpreters referred to above, it may request a ruling from the Classification Board (see paragraph 13 below).</p>	
<p>4. Group II interpreters are those who have not qualified for reclassification to Group I.</p>	

Exceptions	
<p>5. While it is considered desirable in principle that all interpreters other than those listed in paragraph 1 above should be classified as Group II, it is agreed that:</p>	
<p>(a) Interpreters living and working in areas such as South America, where the application of this Annex is impractical, should normally be classified as Group I, and this classification shall remain valid even if they subsequently work in an area normally subject to the provisions of the Annex;</p>	
<p>(b) Interpreters working in the Chinese booth who had traditionally been seconded by their Government should continue, for work in this booth, to be classified on the basis of information received from the country concerned.</p>	

Beginner remuneration rates	
<p>6. Group II interpreters shall be paid 66.67 per cent, that is to say two thirds, of the relevant remuneration rates for Group I</p>	This is indicated somewhere else

interpreters, as indicated in Annex A to this Agreement.	
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Conditions of employment	
7. With regard to conditions of employment:	
(a) Group II interpreters should not be assigned to work as pivots or as members of restricted teams, nor should a booth be staffed entirely by such interpreters;	
(b) Employment of Group II interpreters by the Organizations shall not exceed 10 per cent of their collective total team strength in any year. The CEB secretariat shall annually supply statistics on the employment of such interpreters. ²	
<p>FOOTNOTE 2</p> <p><i>IFAD and WFP reserve their position with regard to the limitation imposed on the recruitment of Group II interpreters to no more than 10 per cent of the collective team strength of their interpreters in any year.</i></p>	

Reclassification to Group I status	
Eligibility	
8. Group II interpreters shall normally apply for reclassification after having completed 200 days of work for United Nations system Organizations, or if they can reasonably expect to have completed 200 days by the next meeting of the Classification Board referred to below. The application shall be made to the Chief Interpreter (or person responsible for the interpretation service) of the Organization that is the interpreter's principal employer, who shall transmit the application to the Board. If an Organization considers a Group II interpreter's work to be of sufficiently high standard, it may suggest that that person apply for reclassification after fewer than 200 days. Account may also be taken of experience in other international organizations or conferences applying similar recruitment standards. In no	

case, however, may a Group II interpreter be considered eligible for reclassification before that person has worked for 100 days with United Nations common system Organizations.	
9. All Group II interpreters are required to apply for reclassification before completing 300 days of work with United Nations common system Organizations.	

Reclassification procedure	
10. Reclassifications shall normally be made by decision of a Classification Board composed of the Chief Interpreter or person responsible for the interpretation services of the Organizations party to the Agreement (including the United Nations Office at Geneva and the United Nations Office at Vienna) or their representatives. AIIC shall be represented by an observer.	
11. The Classification Board shall normally meet three times a year, and shall be convened and coordinated by the Chief of Interpretation Services, United Nations Office at Geneva. Board members not wishing to be present may send their comments in writing to the Coordinator or be represented by another Organization.	
12. Lists of eligible candidates who have applied for reclassification shall be circulated to all participants and AIIC one month prior to each meeting.	
13. The functions of the Classification Board shall be:	
(a) To give a ruling on any issues raised under paragraph 3 above, after making enquiries, as necessary;	
(b) To decide, on the basis of their experience with each candidate, whether that candidate's work has reached the standard of proficiency required for reclassification to Group I status, the standard of proficiency for reclassification being the equivalent of the level	

Organizations would require for the recruitment of a staff interpreter.	
14. The Board, by consensus and with a quorum of five members present or represented by another Organization, may decide that:	
(a) The candidate's work has reached the required standard and the person is reclassified accordingly; or	
(b) The candidate's work as a whole has not yet reached the required level but that the person is invited to apply again before completing 300 days of work for Organizations of the United Nations system; or	
(c) The work is such the person should not be employed further in Organizations of the United Nations system.	
15. The Board shall prepare a report conforming to a standard presentation giving the reasons for its decision, a copy of which shall be sent to the candidate.	
16. The Coordinator shall communicate the decisions of the Board, whether or not the candidates have been reclassified, to the chiefs of the competent units of the Organizations with a copy to the AIIC secretariat.	
17. Approved reclassifications shall have effect from the date of the decision taken on the subject by the Classification Board.	

Recourse	
18. A Group II interpreter who does not accept negative findings of the Board shall be entitled to sit for a formal reclassification examination.	
19. An inter-Organization board of examiners shall be established, composed of permanent interpreters delegated by the participating Organizations, chaired by a representative of the administrations. AIIC shall be represented by an observer.	

<p>20. An application for admission to a reclassification examination shall be submitted by the interpreter to the Chief Interpreter or person responsible for the interpretation service of the Organization that is the principal employer. The Chief Interpreter or person responsible for the interpretation service, in agreement with the human resources service of the said Organization, shall initiate the reclassification examination procedure in accordance with the rules agreed upon between the Organizations. Alternatively, the interpreter may address an application for reclassification directly to the Training and Examinations Section, United Nations Office at Geneva. The board of examiners shall be convened as soon as possible.</p>	
<p>21. The rules of the reclassification examination shall be as follows:</p>	
<p>(a) The various tests constituting the examination shall be regarded as forming an indissoluble whole;</p>	
<p>(b) The examination shall consist of interpretation, from two passive languages, of passages from two statements — a general statement and a more specialized statement — made in each of those languages. Each of the four tests shall last about 10 minutes;</p>	
<p>(c) All tests shall be based on statements delivered at a normal speed and of reasonable difficulty. The candidate shall be given an opportunity to listen to the recordings for a few minutes before beginning to interpret and shall be informed, before the start of each test, of the subject of the statement to be interpreted and the purpose of the meeting for which it was made;</p>	
<p>(d) The candidate shall have a choice between the following options for the general texts:</p>	
<p>(i) Laboratory recording of the person's interpretation from tape recordings; or</p>	
<p>(ii) Interpretation from tape recordings before the board of examiners; or</p>	
<p>(iii) Recording, without the candidate's knowledge, of the interpretation that the person</p>	

has actually given in a meeting, and simultaneous recording of the original;	
(e) For the specialized texts, the subject of each of the statements to be interpreted and the name of the body in which it was made shall be communicated to the candidate in advance in order to prepare for the test;	
(f) In view of the technical difficulties of the method described in subparagraph (d) (iii), the candidate shall be duly informed that it may entail delaying the date on which the board of examiners is convened.	
22. The report that the inter-Organization board of examiners prepares after the examination shall give the reasons for the decision and conform to a standard presentation.	
23. The Training and Examinations Section of the United Nations Office at Geneva shall transmit to the candidate and to the Classification Board a copy of the report of the board of examiners.	
24. The Training and Examinations Section of the United Nations Office at Geneva shall communicate the results of the examination, whether the candidate has been reclassified or not, to the chief of the competent units of the Organizations of the United Nations common system, with a copy to the AIIC secretariat.	
25. Reclassification shall have effect from the date of the decision taken on the subject by the inter-Organization board of examiners.	

Annex C

Number of Assignments Per Contract Duration

Number of contractual days	Number of assignments
1 day	2 assignments
2 days	4 assignments
3 days	5 assignments
4 days	7 assignments
5 days	8 assignments
6 days	9 assignments
7 days	9 assignments
8 days	11 assignments
9 days	13 assignments
10 days	14 assignments
11 days	16 assignments
12 days	17 assignments
13 days	18 assignments
14 days	18 assignments

AIIC proposed to add a text on averaging that has not been included in the draft:

Note at the bottom of the table:

In case of two-week appointments, there shall be no averaging between the first and second weeks.

Annex D

System of Compensation for Extra Workload¹

ANNEX D RE-INSTATED WITH A FEW EDITORIAL AMENDMENTS (HIGHLIGHTED)

The organizations sought to delete Annex D in its entirety or amend it substantially. AIIC rejected this proposal and managed to have it re-instated. However, the organizations are seeking the inclusion of some clauses to cover special, very specific cases where some 3.5 and/or 4-hr sessions may be allowed, beyond cases of genuine emergencies. The ND is still working on this particular issue.

FOOTNOTE 1

Pursuant to the Appendix of Document ACC/1991/PER/CM/14.

1. Article 46 of the Agreement specifies the normal workload of interpreters, and all Organizations have agreed that it is their responsibility to implement its provisions. It however also recognizes genuine emergencies may arise when this is impossible and envisages compensation, preferably in the form of time off, for interpreters when they have worked more than « normal ».

2. There is no such thing as a planned emergency. Therefore, whether in the form of time off to compensate for extended meetings (when a relief team should have been provided) or in cash to compensate for an excessive

weekly workload when no other interpreters were available, compensation should be less attractive than adequate advance planning.

3. Compensation should however not be punitive, nor should it be based on a “once and for all” flat rate (such as the restricted team rate) but should depend on the amount of extra work required of the individual interpreter and the degree of planning error on the part of the Organization.

4. Excess workload may take two forms: either the interpreter has been required to work at meetings lasting longer than the normal “two and a half to three hours from the time when the interpreter is required to be on duty”, or s/he has been required to work more than the number of assignments stipulated in the Agreement. (AIIC amendment)

Extended meetings

5. An “extended” or “long” meeting can be defined as a meeting or series of meetings which have lasted more than three hours (plus a grace period of 5 to 10 minutes) since the time when the interpreter was required to be on duty.

Compensation for extended meetings

Compensation for extended meetings

6. Any two extended meetings worked during the interpreter’s appointment period shall count as three assignments for the purpose of calculating the weekly workload.

7. In such an emergency, a meeting lasting for more than four hours would count as two meetings, while all-night end-of-negotiation meetings would have to be calculated pro-rata.

8. The addition of one more interpreter per booth to make up for a long meeting is contrary to the Agreement and cannot be considered as “compensation”.

Extra meetings

9. Extra meetings are meetings which are in excess of the average weekly workload, pro-rata to the number of days of appointment, after taking into account of any compensation-in-time for extended meetings, and which cannot be compensated for by time-off during the period of employment. Compensation-in-time cannot be carried over from one appointment period to another.

Compensation for extra meetings

10. Compensation shall take the form of one or more additional rest days being added to the appointment enabling the interpreter having suffered from a genuine emergency to adequate paid time off for recuperation.

11. Paid time off for recuperation shall be at the rate of one full day’s pay for each interpreter concerned per extra meeting.

Annex E

Provisions Governing Broadcasting of Interpretation

1. All meeting participants shall be made aware of the specific circumstances faced by interpreters in the event of broadcasting and shall be informed of the importance of:

(a) Making written speeches available to interpreters well in advance;

<p>(b) Delivering statements at a reasonable speed.</p>	
<p>2. If the Organization deems that an audio/video record of a meeting is not of sufficient quality or accuracy, the Organization may either:</p> <p>(a) Refrain from releasing such record; or</p> <p>(b) Arrange, in exceptional circumstances, for re-recording of the relevant parts of such record, provided that it is technically feasible.</p>	
<p>3. If an interpreter is required for the re-recording of any part of the proceedings, such re-recording shall be undertaken on the basis of mutually agreed conditions.</p>	
<p>4. Interpreters shall be informed, at the time the offer of work is made, that their work may be broadcast, it being understood that, in principle, Group II interpreters should not be assigned to broadcast meetings.</p>	
<p>5. If numerous written presentations are to be given, an additional interpreter shall be assigned in each booth for broadcast meetings, pursuant to paragraph 31(e)(ii) of this Agreement.</p>	
<p>DELETED</p>	
<p>6. Organizations wishing to make such recordings available on their websites for an unlimited period of time shall ensure that appropriate verification and correction measures are in place, such as those described in paragraph 2 above.</p>	
<p>7. Recordings shall be used only to further the mission of the Organization or Organizations concerned.</p>	

DELETED with relative footnote	
<p><i>Annex F¹</i></p> <p>FOOTNOTE 1 ¹ <i>Prior to publication of the new agreement, formal approval will be sought from the Organizations listed in Annex F and G</i></p>	
<p>Organizations party to the Agreement</p> <p>Association Internationale des Interprètes de Conférence (AIIC)</p> <p>Food and Agriculture Organization of the United Nations (FAO)</p> <p>International Civil Aviation Organization (ICAO)</p> <p>International Fund for Agricultural Development (IFAD)</p> <p>International Labour Organization (ILO) (including its regional offices)</p> <p>International Maritime Organization (IMO)</p> <p>International Telecommunication Union (ITU)</p> <p>Joint United Nations Programme on HIV/AIDS (UNAIDS)</p> <p>Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO Preparatory Commission)</p> <p>United Nations (including its departments, offices² and regional commissions,³ as well as funds and programmes⁴ and other entities administered by the United Nations Secretariat)⁵</p> <p>United Nations Educational, Scientific and Cultural Organization (UNESCO)</p> <p>United Nations World Tourism Organization (UNWTO)</p> <p>Universal Postal Union (UPU)</p> <p>World Food Programme (WFP)</p> <p>World Health Organization (WHO) (including its regional offices and programmes)⁶</p> <p>World Intellectual Property Organization (WIPO)</p> <p>World Meteorological Organization (WMO)</p> <p>FOOTNOTES</p> <p>² UNOG, UNOV, UNON.</p> <p>³ ECA, ECE, ESCAP, ESCWA, ECLAC.</p> <p>⁴ UNHCR, UNICEF, UNCTAD, UNDP, UNEP, UN-HABITAT, UNODC, UNFPA, UNRWA.</p> <p>⁵ OHCHR, UNOPS, UNU, ITC, ICTY, ICTR, UNCC (see also Annex G).</p> <p>⁶ AFRO, AMRO, EMRO, EURO, SEARO, WPRO, IARC (see also Annex G).</p>	<p>New presentation in alphabetical order, which puts AIIC first.</p> <p>International Criminal Tribunal for the Former Yugoslavia (ICTY)</p> <p>International Criminal Tribunal for Rwanda (ICTR)</p> <p>Closed on 31.12.2015 and 2017. New merged organization called MICT. Needs review.</p>

Annex G

Organizational entities to which the Agreement applies

**International Agency for Research on
Cancer (IARC)**

**International Atomic Energy Agency
(IAEA)**

International Trade Centre (ITC)

**Mechanism for International Criminal
Tribunals (MICT)**

**Office of the United Nations High
Commissioner for Human Rights (OHCHR)**

**Pan-American Health Organization
(PAHO)**

**United Nations Compensation Commission
(UNCC)**

**United Nations Industrial Development
Organization (UNIDO)**

**United Nations Office for Project Services
(UNOPS)**

United Nations University (UNU)

World Trade Organization (WTO)

Annex H
Standard medical form to be used for all
recruitment of short-term conference interpreters
lasting less than six months

UNITED NATIONS
[Letterhead of issuing organization]

FROM:

DATE:

SUBJECT: Physician's Statement (only for short term emplo

Mr/Mrs/Miss
Date of Birth:

The above mentioned has been appointed to take up a WAE
contract (type of contract)
With (agency) from (date) to (date)

He/ she will be Working remotely from home/ Commuting to
office/ Traveling/
Duty station

Please advise whether he/she is fit to commence this short-term
employment, by returning the completed statement back to sender.

(Name and signature of staff)

(Usually, for a temporary appointment, it is only necessary for an
Examining Physician to conduct a brief physical examination).

I certify that I have conducted a physical examination of
Mr/Mrs/Miss _____
In my opinion,

he/she is **FIT** to commence this short-term employment

he/she is **NOT FIT** to commence this short-term employment

(Name and signature of examining
Physician)

	<p>Address:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <p>Date:</p> <hr/>
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